



THE ROGERS GROUP
GOING ABOVE LOOKING BEYOND

SCREEN / TEST
ASSESSMENT
SERVICES

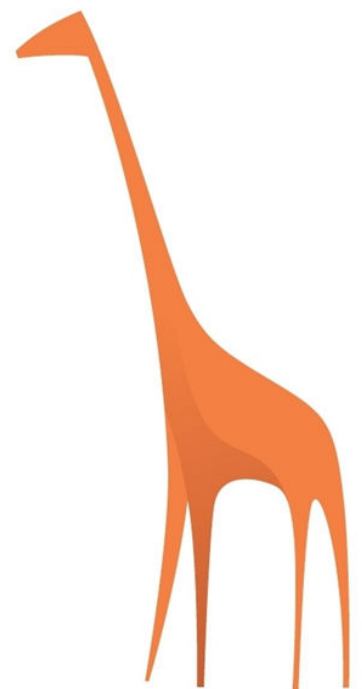
Product Catalogue

SCREEN / TEST
ASSESSMENT
SERVICES

February 2020

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INTRODUCTION

Our New Product Catalogue for February 2020

Welcome to our new Product Catalogue. We are very proud to have included a considerable number of new products in our range this year and are sure that you will benefit from the additional areas we are now able to help you assess.

Employee assessment, whether for selection or development can be a complex area. Our expertise lies in offering you consultancy to assist you in your choices of the ideal assessment battery, no matter what your needs.

To help you with your choices we have put together below a series of TRG Screen/Test Solution Packs. These solution packs are designed to manage the process for you with many of the most popular job roles. Whilst many of our customers utilise these solution packs, there will always be occasions when additional or special assessments are recommended as best practice. We would be pleased to advise you of the best options to suit your needs.

We offer a wide range of tests and assessments from a stable of 'World's Best Practice' suppliers. These are hosted on high security, 128 bit encrypted, web based platforms.

We offer our clients a one-stop-shop online assessment platform, which brings together "best of breed" recruitment, development and skills-based tests from a range of publishers. The platform currently has a wide range of online assessments – covering the whole range of pre-employment and development tools including cognitive ability, skills-based, emotional intelligence and industry specific tools (such as safety and integrity tests). It is designed to streamline the testing function, with the centralised platform allowing the delivery of a single candidate report which aggregates the results of multiple publishers.

You will see from the pricing structure that the solution packs and individual assessments require a very low investment, particularly when compared to the extremely high cost of making a mistake. Our goal is to help you use our assessment batteries to reduce the risk in selecting the right person and increase the effectivity of developing team members already on board. The use of such systems has been reliably shown, time and time again, to provide a very high return on investment, not only in the areas of reduced attrition and increased productivity, but also in some more subtle factors, such as reduced Workers' Compensation premiums and increased customer service indices.

We urge you to contact one of our consultants today on 1300 ROGERS (764377) to discuss how we can help you implement these improvements.

TRG Screen/Test Solution Packs

TRG Screen/Test Solution Packs are a great way to quickly and seamlessly assess and select team members against 'ready now' assessment packs comprising recommended solutions based directly on the role type.

Typically, The Rogers Group recommends assessments as part of a solution for a role. TRG Screen/Test solution packs can be accessed directly over the Internet on the TRG Screen/Test platform, or they can be embedded in your current recruitment and development platform.

Opposite are some of the most popular examples of our Solution Packs.

REMEMBER - The prices you see in this catalogue are what you will actually pay, there are no additional hidden fees and charges. All telephone consultancy about test procedures, results and recommended further action is included. All prices are however, subject to GST at the rate current at time of order.

TRG Screen/Test Solution Packs

<p>Management</p> <p><i>Cognitive:</i> High-level verbal, numerical, abstract.</p> <p><i>Personality:</i> Results drive, ambition, decisiveness, delegating, coaching, strategic orientation.</p> <p><i>Special:</i> Emotional Intelligence</p> <p><i>Role/Norms:</i> Executive, Financial Controller, Sales, Operational, Retail, Franchise Manager.</p>	<p>Customer Service</p> <p><i>Cognitive:</i> Basic to mid-level verbal, abstract.</p> <p><i>Personality:</i> Responsibility, teamwork, extraversion, conscientiousness, self-organisation.</p> <p><i>Special:</i> Disposition, communication, individual attention and competence, Employee Reliability.</p> <p><i>Role/Norms:</i> Retail, Sales Assistant, General Workforce, Travel.</p>
<p>Call Centre</p> <p><i>Cognitive:</i> Basic verbal, numerical, abstract.</p> <p><i>Personality:</i> Achievement, collaboration, teamwork, stress resilience, responsibility.</p> <p><i>Special:</i> Customer Service, Employee Reliability.</p> <p><i>Role/Norms:</i> Inbound/Outbound, General Workforce, Finance.</p>	<p>Sales & Marketing</p> <p><i>Cognitive:</i> Mid-level verbal, numerical, abstract.</p> <p><i>Personality:</i> Need for results, ambition, sociability independence, competitiveness, restless drive.</p> <p><i>Special:</i> Emotional Intelligence</p> <p><i>Role/Norms:</i> Sales Assistant, Account Manager, Business Development, Sales Manager, Marketing Manager.</p>
<p>Office Administration/Clerical</p> <p><i>Cognitive:</i> Basic to mid verbal, numerical, abstract.</p> <p><i>Personality:</i> Attention to detail, self-organisation, conscientiousness, teamwork, responsibility.</p> <p><i>Special:</i> Employee Reliability, Desktop Software, Clerical</p> <p><i>Role/Norms:</i> Admin & Support, Government, Finance, Operations, PA, Data Entry.</p>	<p>Graduate</p> <p><i>Cognitive:</i> High verbal, numerical, abstract.</p> <p><i>Personality:</i> Achievement, innovation, teamwork, proactivity, collaboration.</p> <p><i>Special:</i> Emotional Intelligence.</p> <p><i>Role/Norms:</i> Accounting, Consulting, Government, Manufacturing, Sales & Marketing, Science & Engineering, Technical, IT & Telecoms, Operational, Finance.</p>
<p>Analyst</p> <p><i>Cognitive:</i> High verbal, numerical, abstract.</p> <p><i>Personality:</i> Independence, analytical style, innovation, detail focus, task-orientation, and sensitivity.</p> <p><i>Special:</i> Emotional Intelligence.</p> <p><i>Role/Norms:</i> Technical, Government, Finance, Operational, IT & Telecoms, Engineering.</p>	<p>Trades</p> <p><i>Cognitive:</i> Basic verbal, numerical.</p> <p><i>Personality:</i> Conscientiousness, teamwork, trust, responsibility.</p> <p><i>Special:</i> Employee Reliability, Mechanical or Spatial-Visual Reasoning.</p> <p><i>Role/Norms:</i> Technical Students, Apprenticeships, Manufacturing, Team Leader, General Workforce.</p>

CATALOGUE OF ASSESSMENT INSTRUMENTS

Introduction

In the following pages are categorised lists of the different styles of assessments available. These range from simple skills and abilities tests through behavioural instruments such as personality or emotional intelligence indicators on to industry specific instruments such as safety questionnaires and call centre audio simulations.

We have formulated two different purchasing plans to cater for the range of organisational needs, from infrequent users to the largest Corporate or Government organisation.

Simply call one of our consultants on 1300 ROGERS (764377) and we will help you determine which plan is best for you, If you wish to start conservatively and upgrade later we can offer you additional conversion discounts for upgrading.

Our client purchase plans are shown immediately below and, on the following pages, are categorised lists of our most popular assessments. We have access to many other forms of instrument for special needs, so please call us first if you cannot find what you are looking for.

TRG Screen/Test Plans

Matrix Skills and Abilities

Express Plan	For pre-paid ad hoc (non-licensed) users of testing. (best for users of fewer than 70 candidates per annum) No annual fee.	\$50 pre-paid Administration Fee per candidate tested for access to system and support. Cost of assessments per catalogue.
Annual Plan	Annual Fee of \$3,450 pa. Designed for users of more than 70 candidate assessments per year	NO Administration Fee. Cost of assessments per catalogue.

COGNITIVE ABILITY ASSESSMENTS

Combined

Publisher	Product	Description	Retail
Saville	Swift Executive Aptitude	<p>Combined test of verbal, numerical and abstract reasoning. It focuses on ability to critically analyse verbal and numerical information, and to analyse complex relationships between patterns. 28 questions, 18 minutes.</p> <p><i>Useful for screening senior managers and executive.</i></p>	\$70.00
Saville	Swift Analysis Aptitude	<p>Combined test of verbal, numerical and diagrammatic reasoning. Specifically focuses on ability to critically analyse verbal and numerical information, and to follow complex logical processes. Items consist of paragraphs of information, numerical tables, graphs and budgets, and diagrammatic problems. 24 questions, 18 minutes.</p> <p><i>Useful for screening professionals, managers and graduates when time is of the essence.</i></p>	\$70.00
Saville	Swift Comprehension Aptitude	<p>Combined 10 minute test of verbal comprehension, numerical comprehension, and error checking. 24 questions.</p> <p><i>Useful for screening of administrative, customer service, operational and commercial roles, especially when time is of the essence.</i></p>	\$57.00
Saville	Swift Analysis Verbal & Numerical	<p>Combined critical reasoning test very similar to the Saville Swift Analysis Aptitude, except that this version comprises just 2 subtests (the Abstract reasoning subtest has been removed). This assessment comprises subtests of verbal reasoning and numerical reasoning. 32 questions. 24 minutes.</p> <p><i>Useful for screening professionals, managers and graduates when time is of the essence</i></p>	\$62.00
Saville	Swift Technical Aptitude	<p>Combined 9 minute test of diagrammatic, spatial and mechanical reasoning. 24 questions.</p> <p><i>Useful for assessing production workers, apprentices, engineers, designers and scientists working in technical roles</i></p>	\$57.00

COGNITIVE ABILITY ASSESSMENTS contd.

Numerical

Publisher	Product	Description	Retail
Saville	Numerical Analysis Aptitude	Measures a range of numerical analysis aptitude areas including (1) Understanding table, (2) Comprehending graphs, (3) Making numerical inferences, (4) Evaluating quantities and (5) Comparing data. Provides one overall score demonstrating potential for numerical critical analysis. 32 questions. 24 minutes. <i>Useful for screening of graduates, professionals, managers, senior managers and executives.</i>	\$45.00
Saville	Numerical Comprehension Aptitude	Measures the ability to comprehend numerical data. The assessment comprises a series of data sets, followed by questions which need to be answered using the data presented. The candidate is required to understand the meaning of the numerical data in order to answer the questions correctly. 32 questions. 16 minutes. <i>Useful for screening of administrative, customer service, operational and commercial roles.</i>	\$45.00
ACER	Professional Select Numerical	An updated version of the ACER Advanced Test AQ/BQ, this assessment measures advanced level quantitative reasoning. Includes 29 items consisting of number sequences, arithmetic reasoning and number matrices. 20 minutes. <i>Useful for selection of high level roles, such as graduates, analysts, high level management and roles that require an advanced level of numerical ability.</i>	\$21.00
ACER	Advanced Test AQ/BQ	Advanced level quantitative reasoning. Contains 29 items to be completed in 20 minutes. Items include number sequences, arithmetic reasoning and number matrices. <i>Useful for selection of high level roles, such as graduates, analysts and high level management, or other roles that require an advanced level of numerical ability.</i>	\$18.50
ACER	Select General Numerical	An updated version of the ACER Higher Test MQ/PQ, this assessment measures mid-level numerical reasoning. Includes 34 items consisting of number sequences, arithmetic reasoning and number matrices. 20 minutes. <i>Useful for selection of medium to high level roles, such as professionals, managers and other roles that require a high level of numerical ability.</i>	\$19.00
ACER	Higher Test PQ/MQ	Mid-High level numerical reasoning. Contains 34 items to be completed in 20 minutes. Items include number sequences, arithmetic reasoning and number matrices. <i>Useful for selection of medium to high level roles, such as professionals, managers and other roles that require a high level of numerical ability.</i>	\$17.00
SkillCheck	Math: Retail	Assesses mid-level mathematic ability. Tests specific to retail roles, 30 questions, 20 minutes. <i>Useful for selection of employees for entry-level roles, with specific relevance to retail and accounting.</i>	\$28.00
ACER	APTS: Quantitative Reasoning (S1&2)	Entry-level numerical reasoning. Comprised of section 1 and 2 from full APTS Quantitative Reasoning Org. Contains 48 items to be completed over a total of 22 minutes. Items consist of context free arithmetic and algebraic problems (sec 1) and arithmetic and algebraic problems involving "real life" settings (sec 2). <i>Useful for roles that require a basic level of quantitative ability and problem solving.</i>	\$12.50

COGNITIVE ABILITY ASSESSMENTS contd.

Numerical contd.

Publisher	Product	Description	Retail
ACER	APTS: Quantitative Reasoning (S2)	Entry-level numerical reasoning. Contains 22 items to be completed in 12 minutes. Items consist of basic arithmetic and algebraic word problems involving a "real life" setting. <i>Useful for selection of employees for roles that require a basic level of quantitative ability and problem solving.</i>	\$8.50
ACER	APTS: Quantitative Reasoning Org.	Entry-level numerical reasoning. Measures understanding and ability to apply basic arithmetical processes in solving abstract and real life numerical problems. Contains 62 items broken up into three sections over a total of 30 minutes. Items consist of context free arithmetic and algebraic problems (sec 1), arithmetic and algebraic problems involving "real life" settings (sec 2), and complex real life mathematical problems (sec 3). <i>Useful for roles where a moderate level of quantitative ability is required.</i>	\$17.00
ACER	Test of Employment Entry Mathematics	Basic mathematical ability. Contains 32 items to be completed in 25 minutes. Items include fractions, averages, percentages, and graphical distances in measurement. <i>Useful for selection of apprentices, trainees, and technical trades people who may need basic mathematical ability to perform in a role.</i>	\$8.50
ACER	Short Clerical	Basic arithmetic. Measures competence in routine calculations in the absence of calculators. Contains 60 items to be completed in 5 minutes. Items consist of addition and subtraction of two and three digit numbers, sums of money, multiplication and division of two digit numbers and sums of money. <i>Useful for selection of employees for routine clerical positions.</i>	\$6.00

COGNITIVE ABILITY ASSESSMENTS contd.**Verbal**

<i>Publisher</i>	<i>Product</i>	<i>Description</i>	<i>Retail</i>
Saville	Verbal Analysis Aptitude	Measures a range of verbal analysis aptitude areas including (1) Understanding word meaning, (2) Comprehending text, (3) Making verbal inferences, (4) Evaluating written materials and (5) Comparing arguments. Provides one overall score demonstrating potential for verbal critical analysis. 32 questions. 24 minutes. <i>Useful for screening of graduates, professionals, managers, senior managers and executives.</i>	\$45.00
Saville	Verbal Comprehension Aptitude	Measures the ability to understand written information. This assessment comprises a series of written passages, followed by questions which need to be answered based on the information presented. The candidate is required to comprehend the meaning of the passages in order to answer the questions correctly. 32 questions. 16 minutes. <i>Useful for screening of administrative, customer service, operational and commercial roles.</i>	\$45.00
ACER	Professional Select Verbal	An updated version of the ACER Advanced Test AL/BL, this assessment measures advanced level verbal reasoning. Includes 29 items consisting of verbal analogies, vocabulary, similarities and verbal reasoning. 15 minutes. <i>Useful for selection of high level roles, such as graduates, analysts and high level management, or other roles that require an advanced level of verbal ability.</i>	\$21.00
ACER	Advanced Test AL/BL	Advanced level verbal reasoning. Contains 29 items to be completed in 15 minutes. Items include verbal analogies, vocabulary, similarities and verbal reasoning. <i>Useful for selection of high level roles, such as graduates, analysts and high level management, or other roles that require an advanced level of verbal ability.</i>	\$18.50
ACER	Select General Verbal	An updated version of the ACER Higher Test ML/PL, this assessment measures mid-level verbal reasoning. Includes 34 items consisting of verbal analogies, vocabulary, similarities and verbal reasoning. 15 minutes. <i>Useful for selection of medium to high level roles, such as professionals, managers, and any other roles that require a high level of verbal ability.</i>	\$19.00
ACER	Higher Test PL/ML	Mid-High level verbal reasoning. Contains 34 items to be completed in 15 minutes. Items include verbal analogies, vocabulary, similarities and verbal reasoning. <i>Useful for selection of medium to high level roles, such as professionals, managers, and any other roles that require a high level of verbal ability.</i>	\$17.00

COGNITIVE ABILITY ASSESSMENTS contd.

Verbal Contd.

Publisher	Product	Description	Retail
SkillCheck	Reading Comprehension: industrial	Reading comprehension. Measures ability to read and understand short passages of written information. Industrial specific. 30 questions, 20 minutes. <i>Suitable for roles that require basic reading and comprehension.</i>	\$28.00
ACER	APTS: Verbal Reasoning (S1&2)	Entry-level verbal reasoning. Available as two separate tests. Section one contains 30 items to be completed in 9 minutes. Items consist of vocabulary. Section two contains 15 items to be completed in 6 minutes. Items consist of literary analogies. <i>Useful for roles where a basic- moderate level of verbal proficiency is required.</i>	\$12.50
ACER	APTS: Verbal Reasoning Org	Entry-level verbal reasoning. Assesses understanding of concepts represented in words, including reading simple text and comprehension. Contains 75 items broken up into 4 sections completed over 30 minutes. Items consist of vocabulary (sec 1), literary analogies (sec 2), analogies and synonyms (sec 3) and sentence comprehension and similarities (sec 4). <i>Useful for roles where a moderate level of verbal proficiency is required.</i>	\$17.00
ACER	Applied Reading Test A/B	Reading comprehension. Measures ability to read and understand technical material, such as those encountered in technical and trade positions and training courses. Contains six passages and 32 items to be completed in 30 minutes. <i>Useful for selection of apprentices, trade, technical and trainee employees. Also useful for identifying apprentices, trade, technical and trainees that may need remedial assistance with reading.</i>	\$20.00
ACER	Word Knowledge	Basic verbal ability. Measures verbal skills and general reasoning ability. Test takers are required to choose from 5 options, the word with the closest meaning. Contains 72 items to be completed in 10 minutes. <i>Useful for selection of apprentices, clerical and administration staff.</i>	\$8.50
Saville	Workplace English	Assesses an individual's understanding and use of English in the workplace in less than 20 minutes. Applicable to a wide range of roles such as administrators, call centre personnel, sales assistants, hospitality staff and medical personnel, different tests are available for five different industry sectors: <ul style="list-style-type: none"> • Customer Service • Healthcare • Hospitality • Office • Operations 33 items. 16.5 minutes. <i>Useful for selection of employees who need a good comprehension of the English language</i>	\$31.00
Kenexa	Following Verbal Instructions (Audio)	The test for Following Verbal Instructions [audio] assesses the listening skills of the test taker and their ability to carry out directions in that context. This assessment has 20 questions.	\$28.00

COGNITIVE ABILITY ASSESSMENTS contd.

Abstract / Diagrammatic

Publisher	Product	Description	Retail
Saville	Diagrammatic Analysis Aptitude	<p>Measures a range of aptitude areas for solving diagrammatic problems. This includes areas: (1) Understanding logic rules, (2) Comprehending process diagrams, (3) Identifying causes, (4) Finding faults and (5) Comparing flowchart sequences. Provides one overall score demonstrating potential for diagrammatic reasoning. 32 questions, 24 minutes.</p> <p><i>Useful for screening of graduates, professionals, managers, senior managers and executives.</i></p>	\$45.00
Saville	Abstract Reasoning Aptitude	<p>Assesses abstract (or inductive/logical) critical reasoning: the ability to reason with information presented in abstract format. 36 questions, 16 minutes.</p> <p>Useful for selection or development, designed for universal use across all roles.</p>	\$45.00
ACER	Test of Abstract Reasoning (TAR)	<p>An updated version of the APTS Abstract Reasoning, the TAR is specifically designed for the HR market and assesses the potential to solve novel problems through the individual's ability to recognise and apply rules in a series of patterns and figures.</p> <p>TAR 45 (45 Questions) 20 minutes</p> <p>TAR 60 (60 Questions) 25 minutes</p> <p><i>Useful for selection across a wide range of roles and levels. A sound predictor of problem solving ability. Assessment uses minimal language.</i></p>	<p>\$27.50</p> <p>\$33.00</p>
ACER	APTS: Abstract Reasoning Org.	<p>Assesses ability to recognise and apply rules in a series of figures, and figures containing patterns. Assessment is in two parts. Section 1 contains 20 items to be completed in 15 minutes. Section 2 contains 22 items to be completed in 15 minutes. Items consist of a series of pictures/patterns that need to be completed.</p> <p><i>Useful for selection across a wide range of roles and levels. A sound predictor of ability.</i></p>	\$20.00
ACER	APTS: Abstract Reasoning Org. (S1 or S2)	<p>Assesses ability to recognise and apply rules in a series of figures, and figures containing patterns. Available as two separate tests.</p> <p>Section 1 contains 20 items to be completed in 15 minutes.</p> <p>Section 2 contains 22 items to be completed in 15 minutes.</p> <p>Items consist of a series of pictures/patterns that need to be completed.</p> <p><i>Useful for selection across a wide range of roles and levels. A sound predictor of problem solving ability.</i></p>	\$12.50

COGNITIVE ABILITY ASSESSMENTS contd.

Technical

Publisher	Product	Description	Retail
Saville	Swift Technical Aptitude	<p>Combined test of diagrammatic, spatial and mechanical reasoning. 10 minutes, 24 questions.</p> <p><i>Useful for assessing production workers, apprentices, engineers, designers and scientists working in technical roles.</i></p>	\$57.00
Saville	Mechanical Reasoning Aptitude	<p>Assesses mechanical understanding through items that present a problem with a number of possible answers. The task is to identify the correct answer to each problem. 12 minutes, 32 items.</p> <p><i>Useful for selection of roles that require design, development, building, repairing and servicing of machinery and engineering</i></p>	\$45.00
Saville	Spatial Reasoning Aptitude	<p>Assesses the ability to recognise shapes. Each item in the test contains four objects where three of the objects are identical while one object is different in shape. The task is to identify the object that is different. 8 minutes, 32 items.</p>	\$45.00
Saville	Diagrammatic Reasoning Aptitude	<p>Assesses the ability to evaluate processes represented through diagrams. The assessment contains panels and illustrations that define logical processes followed by questions which need to be answered using the diagrams presented. Please note that Diagrammatic Reasoning is a less difficult alternative to the assessments involving Diagrammatic Analysis. 16 minutes, 32 items.</p>	\$45.00
ACER	Mechanical Reasoning A/B	<p>Mechanical reasoning. Assesses basic understanding of mechanical concepts, ability to visualise the movement of objects through space, and understanding of cause-effect relationship between mechanical components. Items consist of wheels, gears, levers, pulleys, weights, conveyor belts, pivots and springs. Contains 32 items to complete in 20 minutes.</p> <p><i>Useful for roles that require design, development, building, repairing and servicing of machinery and engineering.</i></p>	\$20.00
ACER	APTS: Spatial Visual Reasoning	<p>Spatial reasoning. Assesses ability to visualise and manipulate objects in 2 and 3 dimensional space. Items consist of visualisation/deduction in 2 dimensions, visualisation/deduction in 3 dimensions, and visualisation/deduction of objects when observer's view is changed. Contains 48 items in three parts, to be completed over a total of 30 minutes.</p> <p><i>Useful for roles that require a sense of space and visualisation ability, such as aeronautics, art and landscape and design.</i></p>	\$20.00

BEHAVIOURS AND ATTITUDES

Personality

Publisher	Product	Description	Retail
Omnia®	Omnia Profile Target Report Suite	<p>The Omnia Profile is a personality profiling instrument that assesses an individual's behavioural characteristics for recruitment & selection, management/retention, training, development, and team-building. It is a highly valid, on-line, work-based personality tool that measures an individual's underlying temperament or behaviour patterns – as well as Intensity, Energy and Perspective. Detailed factor scores and descriptions with correlation to a wide range of established behavioural competencies are provided.</p> <p>Parts 1 & 2 consist of 82-item adjective checklists. In Part 1, the individual is instructed to select all adjectives that describe how other people see you. Part 2 adjectives selected by the individual describe how you see yourself. Parts 3 & 4 focus on identifying the individual's perception of appropriate job behavior and preferred work environment. 15 minutes.</p> <p>Produces large range of Contextual reports including:</p> <ul style="list-style-type: none"> • Target Report (compares Candidate to Job Benchmark) <ul style="list-style-type: none"> ○ Summary of Job Fit ○ Profile Graph ○ Detailed Comparison to Target benchmark ○ Participant's Key Traits ○ Development Insight ○ Communication Style ○ Strengths ○ Challenges ○ Pace ○ Attention to Detail ○ Motivational Strategies ○ Demotivators ○ Action Plan ○ Job-Based Behavioural Questions • Professional Development Report* • Leadership Report* • Sales Style Report* • Customer Service Report* • Collection Style Report* • Direct Report Analysis* <p>*Available as separate report to Target Report – please ask for detailed descriptions</p> <p><i>Useful for selection of employees across a wide range of roles and industries, especially if ongoing development is an organisational priority.</i></p>	POA

BEHAVIOURS AND ATTITUDES

Personality contd.

<i>Publisher</i>	<i>Product</i>	<i>Description</i>	<i>Retail</i>
Saville	Wave Focus Line Manager Report	<p>The Saville Wave questionnaire is a powerful online tool that measures 36 workplace relevant motivations and talents. The comprehensive reports predict a candidate's preferred organisational culture and provides a powerful competency profile linking the 36 dimensions to workplace performance. The Wave's ability to link individual styles with corporate culture enables enhanced measurement of talent and potential within an organisation.</p> <p>The Wave professional Styles questionnaire combines ipsative (ranking) and normative (rating) response style to enhance the accuracy of results and to tease out impression management or "faking" on particular dimensions. The dynamic response format also enables identification of the distinctions and subtleties of each individual.</p> <p>The Wave Focus Styles questionnaire reports on 36 factors and is useful for more general recruitment and development.</p> <p>Approx. 15 mins, untimed</p>	\$105.00
Saville	Wave Professional Line Manager Report	<p>The Saville Wave questionnaire is a powerful online tool that measures 36 workplace relevant motivations and talents. The comprehensive reports predict a candidate's preferred organisational culture and provides a powerful competency profile linking the 36 dimensions to workplace performance. The Wave's ability to link individual styles with corporate culture enables enhanced measurement of talent and potential within an organisation.</p> <p>The Wave professional Styles questionnaire combines ipsative (ranking) and normative (rating) response style to enhance the accuracy of results and to tease out impression management or "faking" on particular dimensions. The dynamic response format also enables identification of the distinctions and subtleties of each individual.</p> <p>The Wave Professional Styles questionnaire generates a psychometric profile reporting on 108 facets. This is particularly suitable for recruitment and development where a lot of detail can be used.</p> <p>Approx. 35 mins, untimed.</p>	\$136.00
Various Apollo Traitify and others	Personality and Work Style Indicators	<p>A wide variety of personality inventories and Work Style/Preference Indicators are available and vary greatly in type, purpose and complexity.</p> <p>Certain of our instruments are available only to accredited interpreters and others may be used under our supervision.</p> <p>A balance should be attained between employer needs and candidate experience and this choice can be quite complex.</p> <p>We offer free telephone consultancy to help you choose the appropriate tools and we strongly recommend you call us</p>	POA

BEHAVIOURS AND ATTITUDES

Emotional Intelligence

Publisher	Product	Description	Retail
Genos	EI Recruit	<p>EI with recruitment focus. Assesses the way individuals think, feel and act with emotions at work. Assesses 7 specific emotional intelligence capacities: Emotional Self Awareness; Emotional Expression; Emotional Awareness of Others; Emotional Reasoning; Emotional Self-Management; Emotional Management of Others and; Emotional Self-Control. 82 questions, 30 minutes.</p> <p><i>Suitable for selection of individuals across a wide range of roles and industries, especially roles that require a high level of interaction with people.</i></p>	\$60.00
Genos	EI Development NB: This Tool is ONLY available to accredited Genos Interpreters	<p>EI with development focus. Assesses the way individuals think, feel and act with emotions at work in approximately 15 minutes (57 questions). Assesses 5 specific emotional intelligence capacities: Emotional Recognition and Expression, Understanding Emotions, Emotional Reasoning, Emotional Management, and Emotional Control. Comprehensive report provides tips for enhancing EI and a personal action plan. Accreditation required.</p> <p><i>Suitable for individuals desiring to understand and develop their EI skills.</i></p>	\$157.50

Integrity

Publisher	Product	Description	Retail
BayState	ERI® Employee Reliability Inventory	<p>Measures productive work behaviours with an emphasis on employee reliability/integrity in approximately 15 minutes (81 true or false questions). Scales measured include freedom from disruptive drug and alcohol use, courtesy, emotional maturity, conscientiousness, trustworthiness, long term job commitment and safe job performance.</p> <p>Additionally measures likelihood that candidate will perform on the job in a safe manner and will not have a significant job accident. Strong research exists to suggest use of ERI significantly reduces workers compensation costs (average 40% reduction) and work related accidents (average 45% reduction).</p> <p><i>Particularly useful for measuring workplace accidents, unplanned and uncontrolled turnover, inventory productivity issues and overall job performance and for roles where safety is of high concern.</i></p>	\$39.00

BEHAVIOURS AND ATTITUDES contd.

Safety

Publisher	Product	Description	Retail
Psyfactors	Situational Safety Awareness (SSA)	<p>Measures a candidate's safety attitudes and safety competency. Assesses (1) Safety Preferences (responsibility for safety, risk avoidance, safety conscientiousness, team & road safety orientation), (2) Safety Competency (general hazard awareness, perception and comprehension, defensive safety habits, safety self-awareness) and (3) Personal Status (managing fatigue, personal resilience, mental alertness).</p> <p>Examines the key behaviours that results in breakdown of safety alertness and task performance. A functional, practical, human factors based assessments.</p> <p>The following versions are available:</p> <ul style="list-style-type: none"> • Industrial – 109 questions, 30 minutes • Building Construction – 115 questions, 35 minutes • Civil Construction – 115 questions, 35 minutes • Apprentice – 45 questions, 30 minutes • Mining – 115 questions, 35 minutes • Mobile Equipment Operator – 105 questions, 40 minutes. <p><i>Useful for roles that require a high level of vigilance, and where safety is of high concern.</i></p>	\$50.00
Psyfactors	Situational Safety Awareness (SSA) – Admin & Utilities	<p>The SSA Admin & Utilities version is a short form of the comprehensive SSA test focusing on key behaviours for lower hazard roles. It assesses personal status, safety preferences and safety behaviours. This version consists of 85 questions which are suitable for rapidly assessing safety readiness. 20 minutes.</p> <p><i>Useful for lower hazard roles such as administration and retail roles.</i></p> <p><i>This is an upgraded form of the superseded BST with improved predictive reliability. The enhancements include an improved fatigue scale and the addition of the conscientiousness scale.</i></p>	\$50.00
Psyfactors	Training Needs Analysis	<p>A training needs report is available in <u>addition</u> to the Situational Safety Awareness reports normally generated. This details the predominant training needs and offers suggestions for main training areas and objectives. Please note this is only available for candidates who have already completed a Situational Safety Awareness test.</p>	\$21.00

INDUSTRY AND SKILL SPECIFIC ASSESSMENTS

Accounting Skills

See Also page 21 for Office Administration tests.

Publisher	Product	Description	Retail
SkillCheck	Accounting – Maths Skills Standard	Skills tested include calculations requiring addition, subtraction, multiplication, division, percentages, invoices and payroll. 30 questions, untimed.	\$28.00
Accountests	Basic Double Entry Accounting Test	<p>The Double Entry Accounting Skills Test is designed to be a fast, simple and efficient way to determine if your candidate has a good grasp of the basics of double entry accounting (i.e. debits and credits).</p> <p>The test is ideal for graduate or entry level positions or for slightly higher level positions where you have any concerns about the candidates basic accounting skills. It is also an ideal follow on from the Bookkeeper or Non/Part Qualified Accounting Test if candidates have scored poorly in those tests.</p> <p>The test covers four areas:</p> <ul style="list-style-type: none"> • Easy Journals – identifying journals from easy transactions • Harder Journals - identifying journals from harder transactions • Financial Statements – identifying where accounts will be found in financial statements • Transactions – from a journal entry identifying the transaction that has occurred <p>20 questions, 15 minutes.</p>	\$40.00
Accountests	Bookkeeper / Assistant Accountant Test	<p>The Bookkeeper/Assistant Accountant Test is designed for people who are working at a level below an accountant, but whose job includes bookkeeping functions using current cloud accounting package. The test assesses knowledge of processing financial information, double entry accounting, ability to produce accurate month end accounts and the ability to interpret and financial information to add value to the business owner.</p> <p>This test covers four core bookkeeping activities: Processing & Journals; Accounting Concepts; Business Support; and Taxation & Payroll.</p> <p>40 questions, 30 minutes.</p>	\$150.00
Accountests	Part / Non-Qualified Accountant Test	<p>The Part Qualified/Qualified by Experience Accountant Test is designed for those working as accountants, but who are not Chartered Accountants. This would include those with tertiary qualifications in accounting, provisional members of CA professional bodies or those with no formal qualifications but whose work experience and job categorises them as accountants.</p> <p>This test assesses accounting knowledge and skills for roles in Public Practice Chartered Accounting firms (for positions where being a Chartered Accountant is not required) and generalist roles in industry or commerce such as Company Accountant, where the role requires knowledge across all areas of accounting (including taxation). If the role is in commerce, and is mostly internal focused the Management Accounting Test may be more appropriate.</p> <p>This test covers four core accounting activities: Financial Reporting; Double Entry Accounting; Taxation; Management / Business Advisory.</p> <p>40 questions, 30 minutes.</p>	\$200.00

INDUSTRY AND SKILL SPECIFIC ASSESSMENTS contd.

Accounting Skills contd.

Publisher	Product	Description	Retail
Accounttests	Management Accountant Test	<p>The Management Accountant Test is an international test designed for assessing candidates whose position will include providing management accounting support to their employer. The test assumes a level of skill and competency that would normally be held by an accountant who is a member of their professional body e.g. CIMA / CGMA, CPA (USA), ICAEW (UK), CAANZ (Australia and New Zealand), ISCA (Singapore), ICAI (India), ACCA or similar. However the test can also be applicable to other accountants with significant work experience in management accounting.</p> <p><i>The test is applicable across any English speaking country and tests core management accounting skills without reference to individual country legislative requirements.</i></p> <p>The test covers four core management accounting activities:</p> <ul style="list-style-type: none"> • Budgeting and Forecasting – budgeting and cash flow preparation and reporting including variances • Organisation Financial Health – analysis of management reports including ratios • Decision Support - using analysis and accounting knowledge to assist an organisation to make operating decisions • Capital Budgeting & Capital Projects – analysis to support decisions on capital projects <p>40 questions, 30 minutes.</p>	\$200.00
Accounttests	Chartered Accountant Test	<p>This test assesses accounting knowledge and skills for roles in Public Practice Chartered Accounting firms (manager level and below) and generalist roles in industry or commerce such as Company Accountant or Financial Controller where the role requires knowledge across all areas of accounting.</p> <p><i>The Chartered Accountant Test is designed for candidates who are Chartered Accountant (CA) qualified members of their relevant professional body, such as: CAANZ and CPA in Australia and New Zealand.</i></p> <p>This test covers four core accounting activities: Financial Reporting; Core Accounting; Taxation; Management / Business Advisory.</p> <p>40 questions, 30 minutes.</p>	\$200.00
Accounttests	Cost Accountant Test	<p>The Cost Accountant Test is an international test designed for assessing candidates whose position will include providing cost accounting support to their organisation. The test assumes a level of skill and competency that would normally be held by an accountant who is a member of their professional body, including but not limited to CIMA / CGMA, CPA (USA), ICAEW (UK), CAANZ (Australia and New Zealand), ISCA (Singapore), ICAI (India), ACCA or similar. This test is also applicable to those with qualifications in accounting, or those without formal qualifications, but significant work experience in cost accounting.</p> <p><i>The test is applicable across any English speaking country and tests core cost accounting skills without reference to individual country legislative requirements.</i></p> <p>The test covers four core cost accounting activities:</p> <ul style="list-style-type: none"> • Variances - identifying, calculating and interpreting production variances • Implementation – costing methods and terminology • Practical Issues – dealing with real costing issues • Accounting – recording costing analysis including an understanding of IFRS <p>40 questions, 30 minutes.</p>	\$200.00

INDUSTRY AND SKILL SPECIFIC ASSESSMENTS contd.

Call Centre & Customer Service Skills

Publisher	Product	Description	Retail
SkillCheck	Call Centre: Sales Scenario (Audio)	Test assesses candidate skills using realistic simulations of a call centre sales representative interacting with prospective clients. Reported scales include prospecting, information gathering, overcoming objections and closing. 15 minutes. <i>Suitable for selection in call centre roles with a strong sales focus.</i>	\$28.00
SkillCheck	Call Centre: Customer Service (Audio)	Test assesses skills using realistic simulations of interactions with customers. The report includes overall performance, manners, effectiveness, accuracy, analysis and follow-up. 15 minutes. <i>Suitable for selection in call centre roles.</i>	\$28.00
SkillCheck	Call Center Customer Service Simulation	This multimedia assessment measures key customer service competencies in a simulated call center scenario. Test takers must decide how to effectively respond to callers while dealing with distractions and generating the best outcome across a variety of scenarios. Test measures customer service, rules adherence, multitasking, keyboarding and call management. Untimed.	\$28.00
SkillCheck	Profile – Customer Service Success	Measures Conscientiousness, which reflects an individual's work ethic and general approach to work. 55 questions, 45 mins.	\$28.00
SkillCheck	Profile – Customer Service Success & Sales	Measures achievement orientation, which is defined as an individual's ability to work hard and meet work goals. This also includes persisting until tasks are completed in a manner that meets quality and quantity of goals. 63 questions, 20 minutes.	\$28.00
Kenexa	Call Center Customer Service Scenarios (audio)	The Call Centre Customer Service Scenario [audio] test aims to assess whether the test taker can determine the most appropriate response to a myriad of basic call centre situations. These situations are mainly customer service driven but there are also questions about creating effective call centre environments, dealing with company policies, and figuring out departmental hierarchies. This assessment has 20 questions. This test is appropriate to administer to those who will be working in a call centre with external customers.	\$28.00

See also Data Entry Skills Tests below.

INDUSTRY AND SKILL SPECIFIC ASSESSMENTS contd.

Data Entry Skills

<i>Publisher</i>	<i>Product</i>	<i>Description</i>	<i>Retail</i>
Saville	Error Checking Aptitude	Measures the ability to check the correctness of transposed information. The assessment contains four sets of original and transposed information, where transposition errors have to be identified. 32 questions. 6 minutes. <i>Useful for screening of administrative, customer service, operational and commercial roles.</i>	\$45.00
SkillCheck	Checking – Standard	Candidates are asked to compare 2 sets of dates, addresses, names as well as words and phrases and mark if they match or not. 30 questions, 3 minutes.	\$28.00
SkillCheck	Checking - Number	Candidates are asked to compare 2 sets of numbers and mark if they match or not. 30 questions, 3 minutes.	\$28.00
SkillCheck	Data Entry- Alphanumeric	Measures keystroke speed and accuracy as candidates type names and addresses using the keyboard. 5 minutes.	\$28.00
Kenexa	Data Entry Alpha Numeric	The Data Entry Alpha Numeric test measures the speed and accuracy of the test taker in conducting data entry. The test requires the user to type information into a simulation of a database. The results report of this test indicates the speed in keystrokes per hour and accuracy of the data entry session. This test is appropriate to administer to those whose job description requires effective Data Entry skills. This assessment has 5 questions.	\$28.00
SkillCheck	Typing	Measures typing speed and error rate as candidates are asked to type text from a copy. 5 minutes.	\$28.00
Kenexa	Typing – General	The Typing Speed test measures the speed and accuracy of a user's typing. The test presents the user with a passage which he/she must type as accurately and quickly as he/she can. This test should be given to anyone whose typing speed needs to be measured. This assessment has 1 question. A score of 0 on the Raw Words per Minute, Mistakes, and Adjusted Words per Minute indicates that the test taker did not follow the passage closely enough for an accurate score to be determined.	\$28.00
Kenexa	Data Entry – 10 Key	This Data Entry test requires the test taker to type information into a simulation of a spreadsheet. The session consists of entering a series of numbers. The results report of this test indicates the speed, in keystrokes per hour, and accuracy of the data entry session. This test is appropriate to administer to those whose Data Entry 10 Key speed is an important facet of their position. This assessment has 5 questions.	\$28.00

Healthcare

<i>Publisher</i>	<i>Product</i>	<i>Description</i>	<i>Retail</i>
SkillCheck	Profile – Healthcare Service – Support Roles	Measures demonstrating respect, which reflects an individual's tendencies and approach to interacting with others at work through words and actions. 62 questions, 25 minutes.	\$28.00
SkillCheck	Profile – Healthcare Service – Clinical Roles	Measures demonstrating respect, which reflects an individual's tendencies and approach to interacting with others at work through words and actions. 70 questions, 25 minutes.	\$28.00

INDUSTRY AND SKILL SPECIFIC ASSESSMENTS contd.

Microsoft Office Skills

Useful for selection of individuals in roles that require knowledge and understanding of MS desktop software.

Publisher	Product	Description	Retail
SkillCheck	Outlook 2007	Measures ability to use the most common and frequently used features of Microsoft Outlook such as managing contacts, sending and organizing emails, maintaining calendar entries and tasks. 25 questions, Untimed.	\$28.00
Kenexa	Outlook 2013 or 2016	Microsoft Outlook 2013 is a comprehensive personal information application, which combines Internet/Interoffice e-mail, a calendar and task list, address book and contact information, and notes and journals. Outlook is used to handle communication as well as organize information for individuals. It is part of Microsoft Office 2013. This test is designed for anyone who uses Outlook for their e-mail communication. This test assesses the user's ability to use common functions such as sending email and adding contacts as well as more advanced functions including arranging meetings and creating tasks. Topics include Application Features, Calendar, Contacts, E-mail, Notes and Tasks. 30 questions, Untimed	\$28.00
Kenexa	Powerpoint 2013 or 2016	Microsoft PowerPoint 2013 is a presentation designer used to create overhead slides and computer-based presentations. This program is included in Microsoft Office 2013, which also includes Word and Excel. Microsoft PowerPoint 2013 - Normal User test assesses the user's ability to perform common functions such as creating and formatting a presentation. Normal User – 30 questions, untimed Power User – 25 questions, untimed (2016 only)	\$28.00
SkillCheck	Word 2007 or 2010	Measures ability to use the most common and frequently used features of Microsoft Word including the file management, editing, formatting and printing functions used every day by Word users. Standard – 35 questions, Untimed Advanced – 37 questions, Untimed	\$28.00
Kenexa	Word 2013 or 2016	Microsoft Word 2013 aims at evaluating the skill level of the test taker in navigating through Microsoft Word 2013 as well as their ability to complete several commonly used tasks. Among the tasks included in the Microsoft Word 2013 - Normal User test are formatting a document, inserting pictures, creating tables, sorting data, and conducting mail merges. This Microsoft Word 2013 - Power User test attempts to provide the basis for separating candidates who possess limited exposure to Microsoft Word 2013 with those who are conversant with the full functionality of the software. Advanced formatting, Charts, Themes, Styles and Table of Contents are among some of the topics addressed in this examination. This test is designed to assess candidates who will be required to use some of the more advanced features of the program on a daily basis. Normal User – 30 questions, untimed Power User – 25 questions, untimed	\$28.00

INDUSTRY AND SKILL SPECIFIC ASSESSMENTS contd.

Microsoft Office Skills contd.

Publisher	Product	Description	Retail
SkillCheck	Excel 2007 or 2010	Measures ability to use the most common and frequently used features of Microsoft Excel including the file management, editing, formatting, analysis and printing functions used every day by Excel users. Standard – 35 questions, Untimed Advanced – 34 questions, Untimed	\$28.00
Kenexa	Excel 2013 or 2016	Microsoft Excel 2013 is a popular spreadsheet application. It is included in the Microsoft Office Package, which also includes Word and PowerPoint. The Microsoft Excel 2013 - Normal User test is designed to test clerical level users of Excel who are required to edit, develop, and create Excel Workbooks. This test assesses the user's ability to create and develop a basic Excel workbook, including the most commonly used commands for formatting cells, navigation through the application, using formulas, and changing the overall appearance of the spreadsheet. The Microsoft Excel 2013 - Power User test attempts to provide the basis for separating candidates who possess limited exposure to Microsoft Excel 2013 from those who are conversant with the full functionality of the software. The primary topics include advanced formatting and formula writing. This test is designed to test candidates who will be required to use some of the more advanced features of the program on a regular basis. Normal User – 30 questions, untimed Power User – 25 questions, untimed	\$28.00

Light industrial/Trade

Publisher	Product	Description	Retail
ACER	Mechanical Reasoning A/B	Mechanical reasoning. Assesses basic understanding of mechanical concepts, ability to visualise the movement of objects through space, and understanding of cause-effect relationship between mechanical components. Items consist of wheels, gears, levers, pulleys, weights, conveyer belts, pivots and springs. Both versions contain 32 parallel items to complete in 20 minutes. <i>Useful for roles that require design, development, building repairing and servicing of machinery, and engineering.</i>	\$20.00
ACER	APTS: Spatial Visual Reasoning	Spatial reasoning. Assesses ability to visualise and manipulate objects in 2 and 3 dimensional space. Items consist of visualisation/ deduction in 2 dimensions, visualisation/ deduction in 3 dimensions, and visualisation/ deduction of objects when observers view is changed. Contains 48 items in three parts, to be completed over a total of 30 minutes. <i>Useful for roles that require a sense of space and visualisation ability, such as aeronautics, art and landscape and design.</i>	\$20.00
SkillCheck	Light Industrial – Forklift Operation	This test covers forklift controls as well as questions on safe driving procedures and general maintenance. 30 questions, 20 minutes.	\$28.00
SkillCheck	Light Industrial – Pick and Pack	This test covers barcode and part number matching, shipping logs, packing slips, inventory and cross referencing. 35 questions, 20 minutes.	\$28.00
SkillCheck	Profile – Industrial Success	Measures achievement orientation, which is defined as an individual's ability to work hard and meet work goals. This also includes effectively managing time to address issues. 79 questions, 45 minutes.	\$28.00

INDUSTRY AND SKILL SPECIFIC ASSESSMENTS contd.

Sales

Publisher	Product	Description	Retail
Performance Insights	SPI-Q	The Sales Performance Insights Questionnaire (SPI-Q) measures behaviours that are uniquely relevant to sales. It predicts the multi-dimensional characteristics required by today's successful sales professional, and measures the subtle but critical characteristics that differentiate successful sales people. 40 minutes. <i>Useful for selection and development of individuals in sales roles.</i>	\$199.00

Office Administration

Useful for selection of individuals in administrative / clerical roles

Publisher	Product	Description	Retail
Saville	Swift Comprehension Aptitude	Combined test of verbal comprehension, numerical comprehension, and error checking. 24 questions, 10 minutes. <i>Useful for screening of administrative, customer service, operational and commercial roles, especially when time is of the essence.</i>	\$57.00
SkillCheck	Checking - Standard	Candidates are asked to compare 2 sets of dates, addresses, names as well as words and phrases and mark if they match or not. 30 questions, 3 minutes.	\$28.00
SkillCheck	Checking - Number	Candidates are asked to compare 2 sets of numbers and mark if they match or not. 30 questions, 3 minutes.	\$28.00
SkillCheck	Typing	Measures typing speed and error rate as candidates are asked to type text from a copy. 5 minutes.	\$28.00

See Also page 15 for Accounting Skills tests.

Recruitment Guides

Publisher	Product	Description	Retail
OTTS	Recruitment Guide	The recruitment guide will help you address specific competencies such as abilities, behaviours or work-related skills required for effective performance in a role. The report will provide results for the competencies and interview questions to further evaluate candidates proficiency level in each behavioural competency. The guide includes a results summary, information on conducting the interview and personal interview questions.	\$25.00

Sales and product enquiries



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