



Job Skills Tests Catalogue

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LANGUAGE TESTS

Discover our proven languages tests for Business

Developed by the Central Test Research & Development team along with native experts, the language tests provide a reliable assessment of the language level of candidates and/or employees.

OBJECTIVES

- Recruitment
- Entrance examination
- Training

KEY FEATURES

- Reliable - More than 400,000 candidates tested.
- Assesses key factors: reading comprehension, vocabulary, and grammar

REPORT PRESENTATION

- Overall score out of 20
- Graph
- Score by topic
- Commented solutions (optional)

5 AVAILABLE QUESTIONNAIRES

- 1 - French Language Test - beginner / intermediate
- 2 - French Language Test - advanced
- 3 - Business English Test
- 4 - Business English Test'30
- 5 - German Language Test

EXAMPLE OF QUESTION

Complete the sentence:

Research in the work place reveals that people work for many reasons _____.

- money beside
- money besides
- over money
- besides money



Business English Test

The Business English Test assesses the level of business English of your candidates and employees. It allows you to have an objective assessment of their ability to understand and speak English. This test is available in two versions: Business English Test full version and Business English Test 30; a shorter, easier version.

Areas assessed in the test	Features	
<ul style="list-style-type: none"> • Written comprehension • Vocabulary • Grammar 	(Business English Test'30)	
	<table border="1"> <tr> <td> <ul style="list-style-type: none"> ⊗ 60 questions ⌚ 40 mn </td> <td> <ul style="list-style-type: none"> ⊗ 30 questions ⌚ 25 mn </td> </tr> </table>	<ul style="list-style-type: none"> ⊗ 60 questions ⌚ 40 mn
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Positioning on references (CEFR), level A1 to A2 (Business English Test'30) and level (A1 to C2)



French Language Test

The test assesses proficiency in French language by evaluating a candidate's or employee's level of written French, whether they are a native or a non-native French speaker. This test is available in two versions: beginner/ intermediate level and advanced level.

Areas assessed in the test	Features		
<ul style="list-style-type: none"> • Spelling • Vocabulary • Grammar 	Advanced level		
	(beginner / intermediate level)		
	<table border="1"> <tr> <td> <ul style="list-style-type: none"> ⊗ 60 questions ⌚ 15 mn </td> <td> <ul style="list-style-type: none"> ⊗ 30 questions ⌚ 12 mn </td> </tr> </table>	<ul style="list-style-type: none"> ⊗ 60 questions ⌚ 15 mn 	<ul style="list-style-type: none"> ⊗ 30 questions ⌚ 12 mn
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Positioning of the candidate on a European linguistic reference scale (CEFR), levels A1 to C2.



German Language Test

The German Language test assesses the level of business German of your candidates according to 3 criteria: written comprehension, vocabulary and grammar. It allows you to have an objective assessment of their ability to understand and speak German.

Areas assessed in the test	Features
<ul style="list-style-type: none">• Written comprehension• Vocabulary• Grammar	<p>🎯 55 questions</p> <p>🕒 30 mn</p>

MICROSOFT OFFICE TESTS

Evaluate the candidates level of proficiency using Word, Excel, PowerPoint and Outlook

Language

English
Spanish
French

Categories

3

Difficulty level

basic
advanced

OBJECTIVES

- Recruitment
- Internal mobility
- Training

KEY FEATURES

- Adapted to 2013 or 2016 versions.
- Assessment of several factors (Tables and graphs, calculations, environment and methods, etc.).
- Developed by **Microsoft Certified Trainers (MCTs)**

REPORT PRESENTATION

- Overall score out of 20
- Graph
- Commented solutions (optional)

7 AVAILABLE QUESTIONNAIRES

1. Microsoft Word-Basic
2. Microsoft Word-Advanced
3. Microsoft Excel-Basic
4. Microsoft Excel-Advanced
5. Microsoft PowerPoint-Basic
6. Microsoft PowerPoint-Advanced
7. Microsoft Outlook



Microsoft Excel

Description of the test	Fields evaluated in the test	Features
<p>The MICROSOFT EXCEL questionnaire is used to assess the knowledge and skills of the various Excel functionalities regardless of the version used (2013 - 2016).</p> <p>This questionnaire is the result of a collaboration between Central Test and Microsoft certified expert trainers with twenty years of experience in the field.</p>	<ul style="list-style-type: none">• Calculations• Environments and methods• Formatting• Data management	<p> 20 questions</p> <p> 12 mn</p> <p>2 versions : Basic - Advanced</p>



Microsoft Word

Description of the test	Fields evaluated in the test	Features
<p>The questionnaire MICROSOFT WORD allows you to assess the knowledge and skills of the different Word functionalities regardless of the version used (2013 - 2016).</p> <p>This questionnaire is the result of a collaboration between Central Test and Microsoft Certified Trainers with twenty years of experience in the field.</p>	<ul style="list-style-type: none">• Environments and working methods• Layout and formatting tools• Editing tools• Tables and graphic elements	<p> 20 questions</p> <p> 12 mn</p> <p>2 versions : Basic - Advanced</p>



Microsoft Powerpoint

Description of the test	Fields evaluated in the test	Features
<p>This questionnaire is used to evaluate the knowledge and skills of the various Powerpoint functionalities regardless of the version used (2013 - 2016).</p> <p>This questionnaire is the result of a collaboration between Central Test and Microsoft Certified Trainers with twenty years of experience in the field.</p>	<ul style="list-style-type: none">• Environments, methods and slideshows• Object• Text Management• Theme and Template Management	<p>🕒 20 questions</p> <p>⌚ 12-15 mn</p> <p>2 versions :</p> <p>Basic - Advanced</p>



Microsoft Outlook

Description of the test	Fields evaluated in the test	Features
<p>This questionnaire is used to evaluate the knowledge and skills of the various Outlook functionalities regardless of the version used (2013 - 2016). It is designed to assess the candidate's ability to use Outlook effectively and to perform tasks within a scenario based questions.</p> <p>This questionnaire is the result of a collaboration between Central Test and Microsoft Certified Trainers with twenty years of experience in the field.</p>	<ul style="list-style-type: none">• Environment, parameters, backup• Mail• Calendar and tasks• Contacts and notes	<p>🕒 20 questions</p> <p>⌚ 12 mn</p> <p>2 versions :</p> <p>Basic - Advanced</p>

ACCOUNTING – FINANCE ASSESSMENTS

Identify candidates with strong fundamental of accounting and financial concepts

In collaboration with international consultants specialized in Digitalization & Innovation in Finance and IFRS norms, the new accounting-finance business tests allow you to assess the knowledge and skills of your (future) accountants, payroll managers, financial analysts or auditors.

LANGUAGES

English, French

KEY FEATURES

- Compliance with international accounting and finance standards and principles.
- Double assessments with scenario based questions and knowledge assessments.
- Cover several topics (Fundamentals, Working with general ledgers, Cash flow inventory, financial analysis...).
- Developed by experts with twenty years of experiences

3 QUESTIONNAIRES

- Accounting and bookkeeping principles
- IFRS standards
- Corporate Finance foundations

OBJECTIVES

- Recruitment
- Internal mobility
- Training

REPORT PRESENTATION

- Overall score out of 20
- Graph
- Solutions (this part can be deactivated)

SAMPLE QUESTION

A 400 \$ insurance invoice paid by bank transfer is recognized as:

- Debit : 400\$ insurance account & credit : 400\$ bank
- Debit : 400\$ bank & credit : 400\$ insurance account
- Debit : 400\$ short term liability & credit : 400\$ insurance account
- Debit : 400\$ insurance account & credit : 400\$ short term liability



Accounting and bookkeeping principles

This questionnaire helps you to evaluate the candidate's understanding of the core accounting principles and to identify those who have the skill sets of the processing of all financial and accounting data.

Areas assessed in the test	Features
<ul style="list-style-type: none">• Fundamentals• Working with general ledgers• Reporting• Managing inventory	<ul style="list-style-type: none">• 25 questions• 15 mn



IFRS standards

This questionnaire evaluates the candidate's knowledge about professional standards for accounting and auditing reporting according to the International Financial Reporting Standards (IFRS).

Areas assessed in the test	Features
<ul style="list-style-type: none">• Recording & documentation• Classification & summarizing• Reporting & presentation• Interpretation & financial analysis	<ul style="list-style-type: none">• 20 questions• 12 mn



Corporate Finance foundations

This questionnaire helps you assess the candidate's finance knowledge and understanding of M&A specific scenarios and the ability to make appropriate financing and investment decisions.

Areas assessed in the test	Features
<ul style="list-style-type: none">• Financial Management• Cash Management• Financial Analysis• Business planning & Budgeting	<ul style="list-style-type: none">🎯 20 questions⌚ 12 mn

MANUFACTURING SKILLS TEST

Predict your technical employees job performance

Our manufacturing tests, developed in partnership with world-class engineers and consultants, help you to ensure that the shortlisted candidates possess the required skills necessary for roles like temporary workers, plumbers, technicians and engineers.

OBJECTIVES

- Preselection
- Recruitment
- Training

KEY FEATURES

- Pleasant user experience for candidates.
- Assessment of several skills such as attentional focus capabilities, general mechanical knowledge, safety knowledge, basic industrial math, etc.
- Possibility of customizing questionnaires on demand.

4 QUESTIONNAIRES

- Factory
- Mecanica
- Basic Industrial Math
- Plumber

LANGUAGES

English, French

REPORT PRESENTATION

- Overall score out of 20
- Graph
- Solutions (this part can be deactivated)

SAMPLE QUESTION:

Which option makes transporting the load easier?



Option 1

Option 2

- Option 1
- Option 2
- No difference



Factory

FACTORY allows you to assess the basic knowledge and skills necessary to evolve in the sectors industry, construction and public works. The assessment contains independent tests that measure digital skills, attentional focus skills, visuospatial skills as well as security knowledge.

Areas assessed in the test	Features
<ul style="list-style-type: none">• Numerical skills• Visual attention• Visual and spatial skills• Safety Knowledge• Safety scenarios	<ul style="list-style-type: none">• 25 questions• 12 mn

Created from the latest recommendations from the National Joint Commission for Occupational Health and Safety (CPNSST)



Mecanica



MECANICA helps candidates' ability to use physics and technical concepts in specific situations and to understand and apply industry knowledge and principles to solve problems.

Areas assessed in the test	Features
<ul style="list-style-type: none">• Basic principles of physics and logics• Mechanical forces, gravitation and motion• Pulley, gear system and springs• Electricity	<ul style="list-style-type: none">• 25 questions• 12 mn



Basic Industrial Math



The BASIC INDUSTRIAL MATH assessment allows the evaluation of mathematics knowledge in the industrial field of an individual, by quickly identifying those who can carry out tasks in the trades of the industry, for the functions of engineers, technicians, plumbers and others.

Areas assessed in the test	Features
<ul style="list-style-type: none">Theoretical and reflective knowledgeAbility to read tables and graphsMathematical operations	<ul style="list-style-type: none"> 15 questions 12 mn



Plumber



PLUMBER is designed to assess the candidate's general knowledge of basic plumbing principles and to identify those who can carry out tasks quickly.

Areas assessed in the test	Features
<ul style="list-style-type: none">Installation of equipment and reading of plansPiping equipmentWork toolsSystems (HW, CW, distribution regulations, etc.)	<ul style="list-style-type: none"> 20 questions 12 mn

GENERAL KNOWLEDGE TEST

Appreciate the diversity of knowledge

The General Knowledge Test is an up-to-date questionnaire enabling you to identify and appraise an applicant's level of general knowledge based on various themes. This questionnaire is updated every year.

Areas assessed in the test	Features
<ul style="list-style-type: none">• International Relations,• Finance and the World of Business,• Science and Environment,• Media and News,• and Intercultural Knowledge.	<ul style="list-style-type: none"> 75 multiple-choice questions 30 mn <p>Adapted in 2 languages: English, French</p> <p>Questionnaire updated in 2022</p>

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