



## Candidate Assessment

XXyy Ltd

Tara Dale

27 October 2017

Business Skills Writing Test

*N.B. This is a CONFIDENTIAL report, containing personal information to be used under the guidance of a trained professional. It should be shown only to decision makers on a 'NEED-TO-KNOW' basis. If you are not authorised to read this report, please return it immediately to a qualified person. Your trained professional contact person is Steve Evans at People Central Ltd, who can be contacted on 06 833 6465*



## Business Writing Skills Test

Session: 10071841869111146

Job ID: 607866

Job Title: Business Analyst

Library Name: Job 607866 Sitting 452822

Started: 8/4/17 2:28 PM

Completed: 8/4/17 2:50 PM

Candidate: **Tara Dale**

Candidate Reference: tdale@gmail.com

Email: tdale@gmail.com

Phone:

Hiring Team: Default Hiring Team (PCL4140NZ)

City:

State/Province:

Test: Business Writing

This report is confidential and its contents are intended to assist in the prediction of an applicant's work behaviour.

**Score: 3.2**

**Proficiency Level: Proficient (2.51 - 3.50)**

The candidate has mastered the basic concepts of Business Writing, including:

- Spelling
- Other Formats

The candidate demonstrates a clear understanding of intermediate Business Writing concepts, such as:

- Style & Tone
- Business Letters
- Principles of Organisation

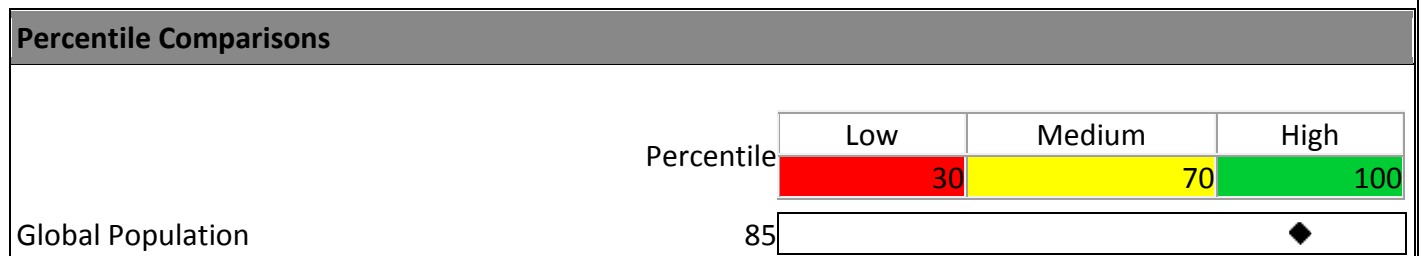
The candidate may have some knowledge of more advanced Business Writing concepts such as:

- Rules of Grammar
- Vocabulary

At the Proficient level, the candidate will be capable of working on most projects involving Business Writing with minimal assistance. However, the candidate will probably require more assistance with advanced concepts.

### Percentile Comparisons

The percentile score indicates how well the candidate scored relative to other candidates in the comparison population indicated by the score.





### Detail Item Results

Order	Question	Topic	Description	Time Taken (Seconds)	Is Correct
1	BUS_WRITING_BB_0015	Spelling	Simple & Compound Nouns	100.4	Yes
2	BUS_WRITING_BB_0097	Other Formats	Memos, Short Notes, & Faxes	44.1	Yes
3	BUS_WRITING_BB_0098	Other Formats	Reports, Business Plans	34.9	No
4	BUS_WRITING_BB_0060	Rules of Grammar	Pronoun Use	24.1	No
5	BUS_WRITING_BB_0027	Rules of Grammar	Verb Usage	18.7	Yes
6	BUS_WRITING_BB_0077	Rules of Grammar	Verb Usage	17.1	Yes
7	BUS_WRITING_BB_0016	Spelling	Plurals	17.9	Yes
8	BUS_WRITING_BB_0142	Business Letters	Reference Letters	24.5	Yes
9	BUS_WRITING_BB_0104	Vocabulary	Homonyms, Antonyms, & Synonyms	43.6	No
10	BUS_WRITING_BB_0125	Style & Tone	Understanding Your Reader	71.6	No
11	BUS_WRITING_BB_0136	Rules of Grammar	Sentence Structure	38.9	Yes
12	BUS_WRITING_BB_0053	Principles of Organization	Expressing Ideas	43.0	No
13	BUS_WRITING_BB_0081	Rules of Grammar	Possessives	38.1	No
14	BUS_WRITING_BB_0105	Vocabulary	Jargon, Euphemisms, Overworked Words, & Slang	15.8	Yes
15	BUS_WRITING_BB_0010	Spelling	Common Errors	42.5	Yes
16	BUS_WRITING_BB_0021	Rules of Grammar	Pronoun Use	56.0	No
17	BUS_WRITING_BB_0146	Principles of Organization	Expressing Ideas	74.0	No
18	BUS_WRITING_BB_0133	Rules of Grammar	Punctuation	20.5	No
19	BUS_WRITING_BB_0156	Style & Tone	Positive Communication	20.7	Yes
20	BUS_WRITING_BB_0049	Business Letters	Letters That Get Results	18.3	Yes
21	BUS_WRITING_BB_0079	Rules of Grammar	Subject-Verb Agreement	78.4	No
22	BUS_WRITING_BB_0028	Rules of Grammar	Subject-Verb Agreement	67.0	Yes
23	BUS_WRITING_BB_0024	Rules of Grammar	Subject-Verb Agreement	32.8	No
24	BUS_WRITING_BB_0062	Business Letters	Close, Signature, Notations, and Initials	42.0	No
25	BUS_WRITING_BB_0067	Other Formats	E-Mail	36.1	Yes
26	BUS_WRITING_BB_0095	Other Formats	Memos, Short Notes, & Faxes	25.8	Yes
27	BUS_WRITING_BB_0042	Business Letters	Body	29.6	No
28	BUS_WRITING_BB_0101	Other Formats	Proposals	22.6	Yes
29	BUS_WRITING_BB_0045	Other Formats	Memos, Short Notes, & Faxes	34.2	Yes
30	BUS_WRITING_BB_0089	Other Formats	Reports, Business Plans	22.9	Yes

#### Time Summary:

Time Taken (mm:ss):	19:16
Started on:	8/4/17 2:29 PM
Completed on:	8/4/17 2:50 PM