



love
success
EXPERTS IN RECRUITMENT

Online
Assessment
Centre
2024

Investing in your future

We invest in our candidate's future careers and enhance our offering to clients by providing free access to our leading Software Training Suite which is fully conversant with MS Office 2010.

The MS Office training suite is fully simulated and available online to all of our clients and candidates. The versions run up to the latest version 2010 and are broken down by core subjects – allowing clients and candidates to dip in and out depending on their personalised need for training.

Our MS Office training is available from any location with access to the internet and can be used at any time of the day. Clients and candidates can undertake any courses with no limitations on the number that they look at or undertake.

“We are delighted to be able to offer our Clients the ability to utilise this additional service as part of their induction process for new starters (whether permanent or temporary) to ensure productivity from day one” comments Julia Vassie, Joint MD of Love Success. “The free training on offer to our candidates allows them to up-skill their software knowledge enhancing their ability to find their ideal role. This is why we have been nominated as the consultancy of choice” adds Jane Atherton, joint MD of Love Success.

For more information please contact us on **0207 870 7177**.

We offer testing in core areas

Verbal

Verbal Usage

Basic word skills including spelling, grammar and choice of words.

Verbal Comprehension

The ability to understand the meaning of written information and to make correct inferences from this information.

Numerical

Numerical Computation

Basic arithmetical operations of addition, subtraction, multiplication and division. Decimals and percentages are included

Numerical Reasoning

Calculators can be used at the company's discretion, to permit greater flexibility to reflect diversity and the appropriateness for job role. Simple reasoning skills involving percentages, decimals and graphs.

Checking

Clerical Checking

Checking correct transference of words, numbers and letters to detect any errors.

Classification

Classification

The ability to understand and use simple rules in order to file information in a uniform procedure.

Psychometrics

Personality Traits

Assessments designed to provide a snapshot of performance potential. Dexterity, concentration, conscientiousness.

Our tests are FREE, online and adaptable

>>Why do we offer FREE tests?

Our testing centre is **completely free** for all of our clients and candidates to use. Full stop. Our goal is to enhance our candidate's skills sets and to assist our clients with their training needs.

>>Candidate and Staff Benchmarking

We can utilise our tests to deliver real-time expectation levels by **benchmarking not only** your staff performance but also to ensure your candidates are going to be the perfect fit and provide you with exceptional results.

>>The Nitty Gritty

All tests have practice versions and questions. This allows the user to become familiar with the test platform and environment before taking the test. Tests are random and the number of questions presented to the candidate is called from a larger pool.

>>We offer Countless Variations of our Tests

1. Microsoft Tests are available in Basic, Intermediate, Advanced or a combination.
2. Typing tests have a number of available subject matters such as legal, medical and others.
3. Timings are shown as a guideline to the limits -not how long the test will actually take.

>>Bespoke Tests

We can also offer bespoke tests, so call us on 020 7870 7177 and we'll guide you through the tests you need. The following pages outline the most popular tests we provide. If you cannot see what you are looking for, call us, we are sure to be able to provide it to you.

MS Office Suites

Suites and Test	No. of Questions	Time Limit	Core Skills Tested within Suite
Word 2011 (Simulated)	15	5	Computer literacy
Excel 2011 (Simulated)	15	5	Keyboard skills
Word 2007 (Simulated)	30	30	Attention to detail
Excel 2007 (Simulated)	30	30	Level of competency
PowerPoint (Simulated)	30	30	Accuracy
Word 2007 (Multi-Choice)	30	30	Speed
Excel 2007 (Multi-Choice)	15	5	Checking
PowerPoint 2007 (Multi-Choice)	15	5	Adaptability
Outlook 2007 (Multi-Choice)	15	5	Proficiency
Word 2003 (Simulated)	15	5	
Excel 2003 (Simulated)	15	5	
PowerPoint 2003 (Simulated)	15	5	
Adv. Excel 2003 (Multi-Choice)	15	5	
Access XP (Simulated)	15	5	
Word XP (Simulated)	15	5	
Outlook XP (Simulated)	15	5	
Excel XP (Simulated)	15	5	
PowerPoint XP (02) (Simulated)	15	5	
Sage Line 50	15	5	

Literacy

Suites and Test	No. of Questions	Time Limit	Core Skills Tested within Suite
Grammar & Punctuation	40	5	Classification
Synonyms & Antonyms	30	5	Checking
Basic Spelling	30	30	Reasoning
Advanced Literacy Reading	40	30	Accuracy
Comprehension	20	30	Speed
Verbal Reasoning - General	30	30	Attention to detail
Verbal Reasoning - H & S	20	5	Keyboard skills
Verbal Reasoning - Legal	20	5	Listening
Basic Spelling & Grammar	18	5	Communication
Grammar & Punctuation	20	5	

The Tests We Offer

Call Centre

Suites and Test	No. of Questions	Time Limit	Core Skills Tested within Suite
Call Centre	n/a	15	Listening
Advanced Call Centre		5	Keyboard skills
Basic Customer Services		10	Speed
Phonetic Alphabet		10	Accuracy
Town Names		5	Attention to Detail

Numeracy

Suites and Test	No. of Questions	Time Limit	Core Skills Tested within Suite
Numeracy	40	30	Classification
Level 1 Numeracy	30	30	Checking
Level 2 Maths	40	30	Reasoning
Level 1 Maths	30	30	Mathematics
Level 2 Basic Maths	30	10	Numeracy
Numeracy Numeric Reasoning	28	30	Accuracy
			Speed
			Attention to detail
			Keyboard skills
			Adaptability

Finance

Suites and Test	No. of Questions	Time Limit	Core Skills Tested within Suite
Financial Accounting	28	30	Reasoning
Accounting Standards	28	30	Accuracy
General Book Keeping	28	30	Speed
Purchase Ledger	28	30	Mathematics
Payroll	28	30	Numeracy
Sales Ledger	35	30	Attention to detail

Health & Safety

Suites and Test	No. of Questions	Time Limit	Core Skills Tested within Suite
Accident Prevention	8	5	Classification
Safety, Signs & Signals	18	15	Checking
Office Safety	26	15	Reasoning
General Health & Safety	15	15	Accuracy
Food Hygiene	24	15	Speed
Personal Protective Equip.	20	15	Attention to detail
Health & Hygiene	8	8	Keyboard skills
First Aid	15	15	Listening
			Communication
			Adaptability

The Tests We Offer

Psychometrics

Suites and Test	No. of Questions	Time Limit
Sales Predictor	120	n/a
Customer Service Profiler	140	n/a
Attention Skills Test	n/a	5
Personality Inventory	n/a	n/a
Cognitive Aptitude	n/a	5
Rapid Response Test	n/a	5
First Aid	n/a	5

International

Suites and Test	No. of Questions	Time Limit	Core Skills Tested within Suite
French Speed Typing	n/a	5	Classification Checking
French Spelling	n/a	5	Accuracy
French Data Entry	n/a	5	Speed
French Audio Typing	n/a	5	Attention to detail
Spanish Speed Typing	n/a	5	Keyboard skills
Spanish Spelling	n/a	5	Listening
Spanish Data Entry	n/a	5	Communication
Spanish Audio Typing	n/a	5	Adaptability
German Speed Typing	n/a	5	Languages
German Spelling	n/a	5	
German Data Entry	n/a	5	
German Audio Typing	n/a	5	
Dutch Speed Typing	n/a	5	
Dutch Spelling	n/a	5	
Dutch Data Entry	n/a	5	
Dutch Audio Typing	n/a	5	

