



Rightfit



Skill Check

Available Assessments

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Everyone has a talent. We match it right.

www.rightfitglobal.com

Available Assessments

It's a well-known fact that people get hired on skills and qualifications but get fired on behaviour. MyProfile helps you avoid putting a square peg in a round hole.

Abilities and Aptitudes

- Attention to Detail
- Email Etiquette
- Logical Thinking
- Office Filing
- Technical Writing Skills
- Numerical Reasoning
- Data Checking
- Spatial Reasoning
- Verbal Reasoning

Language and Communication

- Business Communication
- English Language
- English Proofreading
- English Spelling and Vocabulary

Management

- Leadership Skills
- Management Skills
- Project Management
- Time Management
- Interview Questions – Free Response

Primary Work Skills

- Basic Arithmetic
- Basic Computer Knowledge for Windows
- IT Industry Acronyms
- Quantitative Analysis

Typing & Data Entry

- 10-Key Data Entry
- Typing Business Text
- Typing Contact Data Entry
- Fill-in Form Typing
- General Typing
- General Typing (audio)
- Typing News Text

Microsoft Office Software Simulations

- MS Office Word 2007 Simulation
- MS Office Excel 2007 Simulation
- MS Office Outlook 2007 Simulation

Microsoft Office Software

- MS Office Excel (2000, 2003, 2007, 2010, XP)
- MS Office Powerpoint (2000, 2003, 2007, 2010, XP)
- MS Office Outlook (2000, 2003, 2007, 2010, XP)
- MS Office Word (2000, 2003, 2007, 2010, XP)
- MS Office 2003 Excel Functions
- MS Office 2003 VBA
- MS Office Visio (2003, 2007)
- MS Office 2007 One Note
- MS Office Project 2007
- MS Office Publisher 2007

Contact Centre

- Call Centre
- Customer Service
- Retail Call Centre
- Inbound Call Centre Simulation
- Outbound Call Centre Simulation

Retail

- General Retail Knowledge
- Retail Marketing Skills
- Sales Clerk Skills
- Warehouse Pick and Pack Skills
- Warehousing Skills
- Web Merchant Skills

Sales & Marketing

- Marketing Concepts
- Retail Maths
- Sales Concepts
- Salesforce.com CRM
- Search Engine Marketing
- Social Media Marketing
- Web Search Skills

Hospitality Industry

- Event Planning Skills
- Food and Beverage Serving Skills
- Front Desk Skills
- Guide and Tour Operator Skills
- Room Service Management Skills

Health

- Nursing Skills
- First Aid
- Workplace Safety

Accounting and Financial

- Accounting and Bookkeeping Principles
- Accounting – Payroll
- Accounting – Accounts Receivable
- Accounting – Accounts Payable
- Bank Teller Skills
- Debt Collection
- Intuit QuickBooks Enterprise Solutions (2012)
- Intuit Quickbooks Pro (2004, 2006, 2008, 2010, 2011)
- MS Dynamics AX 2009 – Financials
- MS Dynamics GP 2010 – Financials
- MYOB AccountRight Plus 19
- NetSuite 12.1 – Financials
- Peachtree Complete Accounting (2003, 2005, 2009)

Operating Systems & Internet Browsers

- Firefox 4
- Google Chrome 10
- MS Windows 7
- MS Windows XP Basic Features
- MS Windows XP for General Use
- Windows 8
- Windows Internet Explorer 8
- Windows Vista

For more information:

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