

## Guide: Skills testing

### Planning

During the early phase of recruitment, when you undertake a position analysis and identify the skills required to do the job, consider whether you will want to use skills testing.

Where relevant to the position, we recommend that you carry out skills testing for shortlisted candidates.

Skills testing may include:

- Typing
- Maths / spelling
- Microsoft Word/Excel/PowerPoint

### External testing

If a specific skill at a specific level of competency is required, think about how you can test for this and whether external skills testing will be necessary when you are ready to interview shortlisted applicants. External skills testing can save time and money.

For instance, agencies can test applicants for skills and level of competence in Microsoft Word, Excel, PowerPoint and other programmes for a moderate rate in return for a detailed report on applicants' test performance.

The results provide objective data which can identify whether the applicant is at a beginner, intermediate or advanced level of skill with the software.

### Using recruitment firms

If you do not have internal resources to conduct skills testing, you can outsource testing to a recruitment firm.

Discounts may apply if you are testing more than one applicant.

Candidates can sit the tests at the recruitment agency's offices, your offices, or in the candidate's home. Using the recruitment agency's offices ensures a controlled environment for testing.

If external skills testing is required, contact the agency to discuss your requirements and flag that you will be scheduling shortlisted applicants for testing.

Advise applicants during the initial interviews whether you will be conducting skills testing and at what stage of the process.

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