

Proof Operator – Processing Specialist – One Sitting

Assessment Fact Sheet

Overview

The Proof Operator – Processing Specialist solution is for entry-level positions that perform basic daily bank operations procedures such as the processing of deposits, reconciling accounts, and handling money transfers. Potential job titles include: Proof Operator, Bank Operations Processor, and Operations Specialist.

Job Level	Entry-level
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Job Family/Title	Banking
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Details

Number of Sitzings	One
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Designed for Unproctored Environment	Yes
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Question Format	Simulation, Multiple choice
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Knowledge, Skills, Abilities and Competencies Measured

Ten Key Data Entry Skills: This is a measure of the ability to enter numbers using the numeric keypad on the keyboard (the number keys at the top of the keyboard are disabled). The text original information is displayed to the left of the area in which the candidate responds. The information includes positive and negative numbers. Candidates will be scored on speed and accuracy.

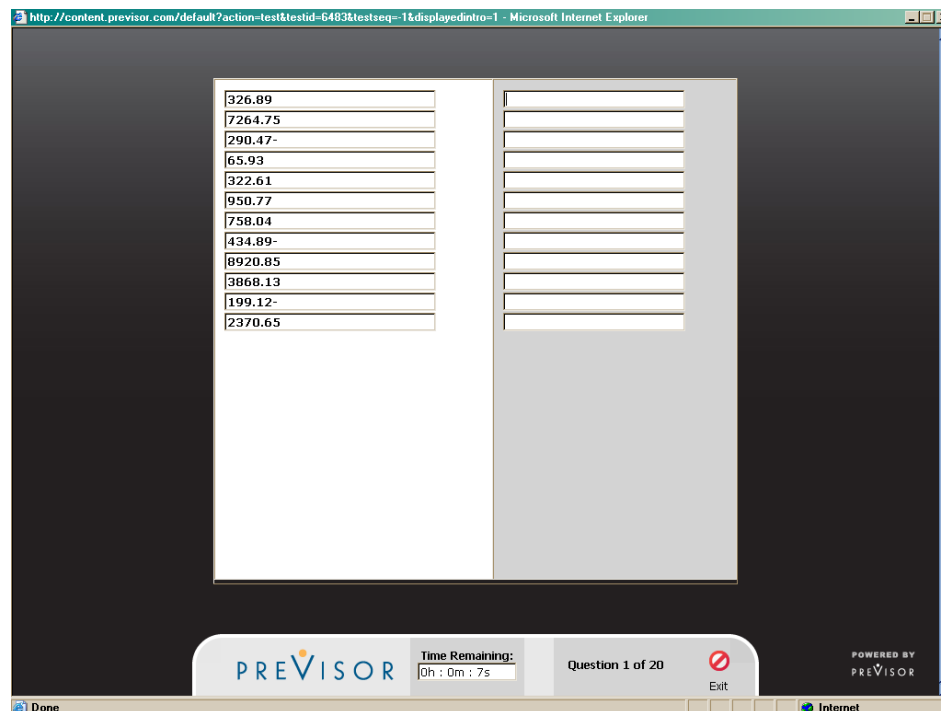
Learning Potential: This is a measure of the potential for success in jobs across industry type and functional area. Candidates' responses to questions regarding developmental influences, educational and work history, and related values and attitudes are compared with response profiles from successful employees. These items are significantly related to a traditional cognitive test of learning ability.

Achievement Orientation: This measures the potential for success in entry-level jobs. This scale measures self-esteem and developmental indicators of success in entry-level customer service jobs through questions regarding developmental influences, self-esteem, work history, and work-related values and attitudes.

Conscientiousness: This measures the tendency to be aware of and follow company policies and procedures, including: working in an organized manner, returning from meals and breaks on time, and working when co-workers are not working.

Professional Potential: This is a measure of the tendency to have potential for professional success across industry type and functional area. This is characterized by scores that are derived from responses to questions regarding academic and social background, and aspirations concerning work.

Example Questions



Example Reports

Recruiter Report : Proof Operator - Processing Specialist - Short Form

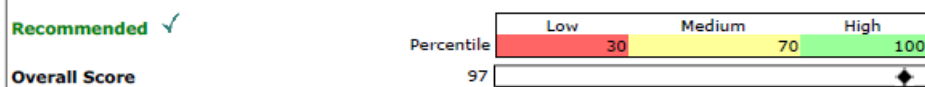


Applicant Information

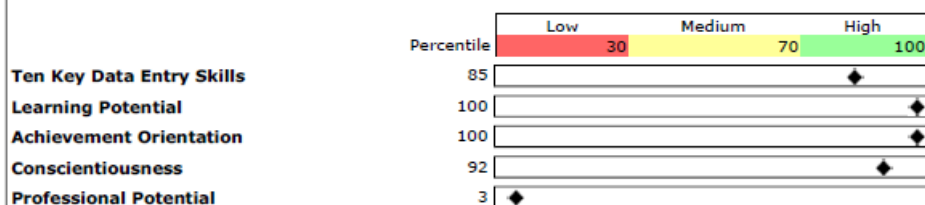
Name:
Application Date: Tue Mar 24 13:42:00 EDT 2009
Applicant ID: 3387
Session ID: 81736599210516

This report is confidential and its contents are intended to assist in the prediction of an applicant's work behavior. If you would like more information about this interpretive report or other products that PreVisor offers, please contact your account representative.

Overall Score



Detailed Results



Score Interpretation

Ten Key Data Entry Skills

This measures a candidate's ability to listen to and record information received from customers accurately. This is calculated by the following formula: $\text{Percent Accurate} = \text{Number of Correct} / \text{Number of Total} * 100$.

The candidate tends to make few mistakes when listening to customer calls and entering data into fields on a computer screen. He/she will likely be more skilled than other candidates when doing this task, and will likely perform this task well on the job.