



Career Step Testing Services

Simplify Your Recruiting

Career Step's customized online testing services help you screen your applicant pool to find the very best candidates. In a fraction of the time, you'll be able to discover which internal or external applicants really have the skills you're looking for and which ones you shouldn't spend valuable time or resources on.

Since 2004, Career Step has provided employers with the online testing services they need to thoroughly assess the skill set of each job applicant. Career Step has designed a pre-employment screening process that can be customized to fit each organization's individual needs. For example, applicants will test on scrubbed files from your accounts, proving they can do the work required. You also set the pass/fail threshold, and if an applicant doesn't meet the minimum pass standard they won't move on to the next section, saving you the hassle of sorting through the results of applicants that don't meet your minimum standards.

Companies worldwide have saved time and resources with Career Step's testing services. The assessments have been designed to remove as much of the manual work of the recruiting process as possible, and you'll only pay for qualified applicants.

Advantages of Career Step Testing Services

Career Step's online testing service provides you with 24/7 access to your recruiting assessment, free technical support, and instantaneous test results for all applicants. You'll also have the opportunity to customize your testing site to fit your corporate image, goals, and management. Pre-employment test advantages include:

- A private labeled testing site
- Four distinct testing sections
- Pass/fail thresholds set by you
- Randomized test format to ensure no two applicants receive the same test
- Valuable time-saving tools that speed up the reviewing and hiring process
- Automatic email notifications
- Password protected administrative sites
- Downloadable spreadsheet of results
- A clear picture of the candidates you are considering
- Organized applicant list allowing easy progress tracking



Test Sections

Your recruiting needs are unique, so your pre-employment assessment shouldn't be generic. Career Step's testing services allow you to choose exactly which skills you test. There are four online sections to choose from, and you can choose the options that best fit your needs.

Section 1: Application

Career Step offers a fully automated and interactive online application. This application is completely customizable and is built around your already existing application form to make sure that you gather all of the information you need for each candidate.

Section 2: Screening

The screening portion of the test consists of questions that quickly help separate experienced and qualified individuals from those without the expertise you're looking for. Please ask your Career Step Client Services representative if this section is available for your industry.

Section 3: Objective Exam

The objective exam tests each applicant's knowledge and skill set with multiple-choice or fill-in-the-black questions based on an extensive database of questions. If the applicant doesn't meet the pass/fail threshold, which you set, he or she won't be able to move forward to the next section, weeding out those applicants that aren't qualified for the position.

Section 4: Practicum

The last section of Career Step's pre-employment assessment is based on real life scenarios from your industry. Within the practicum section, applicants' knowledge and skill sets are tested on files that they would actually be working on within your organization. Files from your unique accounts and clients are scrubbed for PHI to make them HIPAA compliant and then used to test each applicant's abilities. This approach ensures that you hire individuals who have the expertise and provide the level of quality you need to meet and exceed the expectations of your clients.



"We just hired two new Career Step graduates yesterday who passed our test with flying colors! ...I'm really thrilled with the way this is working out... It's helping make our hiring process ten times more efficient and productive than before we partnered with you."

Paul Tricoli
CEO, Princeton Transcription

See Career Step's pre-employment testing for yourself!

**Visit [CareerStep.com/testing-demo](https://www.careerstep.com/testing-demo) today
to schedule your own 30 minute demo!**