

Personnel Test Battery

PTB

Overview

The Personnel Test Battery is designed for the selection of clerical and administrative staff of all types. Most suitable for people of basic to good Year 10/School Certificate qualifications.

Suitable for:

Clerical Staff, Staff Administrators, Supervisors, Secretaries and Word Processor Operators.

Available Platforms

PC, Online*, Paper & Pencil

More information

Please call SHL Direct on 1800 252 733

*VP1.2, NP2.2, CP3.2, CP4.2, CP7.1, CP8.1 and CP9.1 are not available online

VP1.2 Verbal Usage

Measure vocabulary, spelling and the grammatical skills essential in the drafting and processing of basic work correspondence.

Time: 10 minutes

NP2.2 Numerical Computation

Measure basic numerical skills. The emphasis is on straightforward calculation and the understanding of arithmetical operations.

Time: 7 minutes

CP3.2 Clerical Checking

Designed to assess speed and accuracy in checking detailed information. The content of CP3.2 is based on the details of office equipment.

Time: 7 minutes

CP4.2 Classification

Appropriate for jobs involving filing and information handling. Candidates are asked to classify information according to a given rule system and to record their actions in a coded form. CP4.2 is based on records of correspondence sent to a local authority.

Time: 7 minutes

VP5.2 Verbal Comprehension

Measures the ability to interpret and understand written information. Requires a higher level of verbal skills than VP1.2.

Time: 18 minutes

NP6.2 Numerical Reasoning

Assess basic reasoning skill with numbers. Questions may involve decimals, fractions and graphs. Candidates need to use a calculator for this test. This test is more demanding than NP2.2.

Time: 15 minutes

CP7.1 Basic Checking

Measure speed and accuracy of checking at a basic level. Principally for use with clerical staff whose job includes routine checking.

Time: 10 minutes

CP8.1 Audio Checking

Is relevant to clerical jobs involving absorption of oral information, such as tele-sales and airline or hotel booking staff. A string of characters is presented from an audiocassette with the candidate selecting the answer that corresponds to the spoken sequence.

Time: 10 minutes

CP9.1 Text Checking

Assess the speed and accuracy in proofreading. The test requires detailed proofreading from one set of text to another, with candidates required to specify the exact nature of errors identified.

Time: 10 minutes