

## Administration Instructions

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**Using one or more of these tests in your hiring process will add more objectivity to your employment decisions and will help you determine the best candidate for your firm. Here is how to use them:**

1. Look over the job description to determine the skills needed by the applicants, then match them to the appropriate assessments. Applicants should only be tested on those skills he or she will perform on the job. Do this in advance of the interview appointment.
2. Assemble the appropriate tests and read through the instructions ahead of time. Be prepared to answer any questions that may come up.
3. The test should be administered in a quiet room with no distractions.
4. Provide the applicants with a ballpoint pen and tell them to press firmly to ensure clear answers on the answer sheet.
5. Upon introducing the test, let the applicants know that they will have a specific number of minutes to complete their answers. Tell them, "This test is intended to evaluate the basic qualifications required by the job. You will have \_\_\_\_\_ minutes to complete it."
6. Once the candidates have read the test instructions, begin timing the test.
7. When the time limit is reached, say, "Stop!". The candidate should not be allowed to answer any more questions.
8. Thank the candidates for their cooperation.
9. Test results should always be considered along with the other information you have gathered in your hiring process in order to form a complete picture of the candidate. You may want to administer the tests to your own employees to create your own firm-specific benchmark.
10. To score the test, follow the scoring instructions printed on the answer sheet. A low test score indicates that there is a strong probability that the applicant possesses limited abilities in that skill. A high test score indicates that the applicant probably possesses a high level of ability in the skill.

## Filing

SCORE
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Name (please print): \_\_\_\_\_

Date: \_\_\_\_\_

Below are 20 questions that measure how quickly you can file names, numbers and dates. Place an "X" in the box that identifies the location where you would file the underlined name, number or date. Names should be filed by last name. Look at the example at the right.

**Example:**

Sue Warminster  Jim Walker  Charles Watson  Dennis Wilson  
 Claude Worster

The name Sue Warminster should be filed after Jim Walker but before Charles Watson. Place the "X" between Jim Walker and Charles Watson.

You will have **2 minutes** to answer as many questions as you can.

### STOP HERE UNTIL INSTRUCTED TO BEGIN TEST

1. Matthew Knott  
 Judith Klausch  Glen Knight  Andi Koch  Dale Kraft
2. 477-1956  
 447-1948  457-1960  467-1952  477-1954
3. Barry Brodrick  
 Patty Bogart  Pam Bonn  Bev Broaden  Terri Buckland
4. 05/22/96  
 07/27/95  07/17/96  09/04/96  01/19/97
5. Jennifer DeCampo  
 Ed DeCarlo  Alex Dillon  Jean Dobson  Tony Dressler
6. 255-81-3653  
 251-76-7891  267-92-8324  271-04-3720  271-28-1295
7. Bradley Jones  
 Bev Jones  Bonnie Jones  Bryan Jones  Carson Jones
8. 4365 1833  
 4365 1734  4365 1827  4365 1831  4365 1837
9. Rose Rosario  
 Paul Resnick  Bob Revelle  Miriam Rosario  Pat Rose
10. 04/20/94  
 10/31/93  03/25/94  05/01/94  11/17/94
11. John Parker  
 Jane Parker  Joan Parker  Jon Parker  Justin Parker
12. 126-80-1101  
 126-80-2100  126-80-3001  126-81-0001  126-81-0100
13. Beverly Lender  
 Al Landrow  Don Leighton  Bill Lender  Carol Leonti
14. 15678324  
 15678119  15678321  15678424  15678500
15. Emma Campbell  
 Doug Calhoun  Ed Campbell  Sue Cassell  May Casselman
16. May 5, 1994  
 Feb. 7, 1994  Apr. 11, 1994  July 28, 1994  Sept. 3, 1994
17. Anna Johnson  
 Abby Johnson  Anne Johnston  Aaron Jones  Albert Jones
18. 02-01-97  
 01-01-94  05-07-95  01-08-96  01-19-97
19. Donald Stilton  
 Jan Seal  Wendi Stillman  Donnie Stilton  Jules Sutton
20. 542 00125  
 541 00245  541 01000  542 98258  543 11011

## Attention to Detail

SCORE
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Name (please print): \_\_\_\_\_

Date: \_\_\_\_\_

Below are 20 pairs of names, addresses, and number combinations. Look at each pair and decide whether they are exactly the same or different, then put an "X" in the appropriate box. Look at the example to the right.

**Example:**

352-01 352-01

 Same

 Different

You will have **2 minutes** to answer as many questions as you can.

### STOP HERE UNTIL INSTRUCTED TO BEGIN TEST

1.	4507 S.W. Anderson St.	4507 S.E. Anderson St.	<input type="checkbox"/> Same	<input type="checkbox"/> Different
2.	1794468.30	1794468.30	<input type="checkbox"/> Same	<input type="checkbox"/> Different
3.	Cell# 818-620-4331	Cell# 810-620-4331	<input type="checkbox"/> Same	<input type="checkbox"/> Different
4.	09/23/95-5/31/98	09/23/95-5/31/98	<input type="checkbox"/> Same	<input type="checkbox"/> Different
5.	Jackson M. Miller	Jackson N. Miller	<input type="checkbox"/> Same	<input type="checkbox"/> Different
6.	DL-973261118	DL-973361118	<input type="checkbox"/> Same	<input type="checkbox"/> Different
7.	51326-45-LTD	151326-45-LTD	<input type="checkbox"/> Same	<input type="checkbox"/> Different
8.	Order #307721-588	Order #307721-558	<input type="checkbox"/> Same	<input type="checkbox"/> Different
9.	Colson Enterprises, Inc.	Colsen Enterprises, Inc.	<input type="checkbox"/> Same	<input type="checkbox"/> Different
10.	1755 Lake Lucerne Circle	17555 Lake Lucerne Circle	<input type="checkbox"/> Same	<input type="checkbox"/> Different
11.	P.O. #0327-196	PO #0327-196	<input type="checkbox"/> Same	<input type="checkbox"/> Different
12.	151 10 72113 12	151 10 72113 12	<input type="checkbox"/> Same	<input type="checkbox"/> Different
13.	AARP-AAARRGG	AARP-AARRGG	<input type="checkbox"/> Same	<input type="checkbox"/> Different
14.	8211364.013111	8211364.013311	<input type="checkbox"/> Same	<input type="checkbox"/> Different
15.	\$93615 CS 10922	\$93615 CS 10992	<input type="checkbox"/> Same	<input type="checkbox"/> Different
16.	St. Petersburg, FL 81243	St. Petersburg, FL 81243	<input type="checkbox"/> Same	<input type="checkbox"/> Different
17.	15-09-87-03-15-95	15-09-89-03-15-95	<input type="checkbox"/> Same	<input type="checkbox"/> Different
18.	SV-XX3277-VV021	SV-XX3277-VV1021	<input type="checkbox"/> Same	<input type="checkbox"/> Different
19.	Order #000111333	Order #0001113333	<input type="checkbox"/> Same	<input type="checkbox"/> Different
20.	89228733-478935	89228733-478935	<input type="checkbox"/> Same	<input type="checkbox"/> Different

## Grammar Test

SCORE
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Name (please print): \_\_\_\_\_

Date: \_\_\_\_\_

Below are 20 questions that measure how quickly you recognize errors in spelling, word usage punctuation and capitalization. Place an "X" in the box of the most appropriate response.

You will have **5 minutes** to answer as many questions as you can.

- Sample:**
- Her sister, was very nice.
  - Her sister was very nice.
  - Her sister were very nice.
  - Her sister, were very nice.

### STOP HERE UNTIL INSTRUCTED TO BEGIN TEST

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1. <input type="checkbox"/> There are two options (i.e. yes or no).<br/> <input type="checkbox"/> There are two options (e.g. yes or no).<br/> <input type="checkbox"/> There are two options (e.g., yes or no).<br/> <input type="checkbox"/> There are two options (i.e., yes or no).</li> <li>2. <input type="checkbox"/> The lawyer's hard work contributed to its success.<br/> <input type="checkbox"/> The lawyer's hard work contributed to it's success.<br/> <input type="checkbox"/> The lawyers hard work contributed to its success.<br/> <input type="checkbox"/> The lawyers hard work contributed to it's success.</li> <li>3. <input type="checkbox"/> How often are the documents revised?<br/> <input type="checkbox"/> How often, are the documents revised?<br/> <input type="checkbox"/> How often are them documents revised?<br/> <input type="checkbox"/> How often, are them documents revised?</li> <li>4. <input type="checkbox"/> The box, as well as its contents, were removed.<br/> <input type="checkbox"/> The box as well as its contents were removed.<br/> <input type="checkbox"/> The box, as well as its contents, was removed.<br/> <input type="checkbox"/> The box as well as its contents was removed.</li> <li>5. <input type="checkbox"/> Chris's project won the top award.<br/> <input type="checkbox"/> Chris project won the top award.<br/> <input type="checkbox"/> Chri's project won the top award.<br/> <input type="checkbox"/> Chris'es project won the top award.</li> <li>6. <input type="checkbox"/> Irregardless of the outcome, she should stay.<br/> <input type="checkbox"/> Irregardless of the outcome she should stay.<br/> <input type="checkbox"/> Regardless of the outcome, she should stay.<br/> <input type="checkbox"/> Regardless of the outcome she should stay.</li> <li>7. <input type="checkbox"/> Those paralegals are best friends.<br/> <input type="checkbox"/> Those paralegals is best friends.<br/> <input type="checkbox"/> Them paralegals are best friends.<br/> <input type="checkbox"/> Them paralegals is best friends.</li> <li>8. <input type="checkbox"/> Their goals was not met.<br/> <input type="checkbox"/> There goals were not met.<br/> <input type="checkbox"/> They're goals were not met.<br/> <input type="checkbox"/> Their goals were not met.</li> <li>9. <input type="checkbox"/> To whom did you refer?<br/> <input type="checkbox"/> To whom, did you refer to?<br/> <input type="checkbox"/> To who did you refer to?<br/> <input type="checkbox"/> To who, did you refer to?</li> <li>10. <input type="checkbox"/> Our companies policy is concise.<br/> <input type="checkbox"/> Our companys policy is concise.<br/> <input type="checkbox"/> Our companie's policy is concise.<br/> <input type="checkbox"/> Our company's policy is concise.</li> </ol> | <ol style="list-style-type: none"> <li>11. <input type="checkbox"/> If you have this analyses, please give them to Jill.<br/> <input type="checkbox"/> If you have that analyses, please give them to Jill.<br/> <input type="checkbox"/> If you have those analyses, please give them to Jill.<br/> <input type="checkbox"/> If you have them analyses, please give them to Jill.</li> <li>12. <input type="checkbox"/> He stated, "I need this project completed today!"<br/> <input type="checkbox"/> He stated "I need this project completed today!"<br/> <input type="checkbox"/> He stated: "I need this project completed today!"<br/> <input type="checkbox"/> He stated, I need this project completed today!</li> <li>13. <input type="checkbox"/> The secretaries error was very costly.<br/> <input type="checkbox"/> The secretarys error was very costly.<br/> <input type="checkbox"/> The secretary's error was very costly.<br/> <input type="checkbox"/> The secretaries' error was very costly.</li> <li>14. <input type="checkbox"/> The firm is headquartered in Orlando Florida.<br/> <input type="checkbox"/> The firm is headquartered in Orlando, Florida.<br/> <input type="checkbox"/> The firm is headquartered in orlando, Florida.<br/> <input type="checkbox"/> The firm is headquartered in orlando, florida.</li> <li>15. <input type="checkbox"/> On May 9, 1998 their case went to trial.<br/> <input type="checkbox"/> On May 9, 1998: their case went to trial.<br/> <input type="checkbox"/> On May 9, 1998; their case went to trial.<br/> <input type="checkbox"/> On May 9, 1998, their case went to trial.</li> <li>16. <input type="checkbox"/> The attorneys' latest case was her best.<br/> <input type="checkbox"/> The attorneys latest case was her best.<br/> <input type="checkbox"/> The attorney's latest case was her best.<br/> <input type="checkbox"/> The attorney's latest case, was her best.</li> <li>17. <input type="checkbox"/> Of all the jobs I have had, I like this one more.<br/> <input type="checkbox"/> Of all the jobs I have had, I like this one best.<br/> <input type="checkbox"/> Of all the jobs I have had, I like this one better.<br/> <input type="checkbox"/> Of all the jobs I have had, I like this one the greatest.</li> <li>18. <input type="checkbox"/> Was their department at fault?<br/> <input type="checkbox"/> Was there department at fault?<br/> <input type="checkbox"/> Were their department at fault?<br/> <input type="checkbox"/> Was there department at fault?</li> <li>19. <input type="checkbox"/> The senior partner addressed her staff as follows<br/>             "We have all done a great job..."<br/> <input type="checkbox"/> The senior partner addressed her staff as follows,<br/>             "We have all done a great job..."<br/> <input type="checkbox"/> The senior partner addressed her staff as follows –<br/>             "We have all done a great job..."<br/> <input type="checkbox"/> The senior partner addressed her staff as follows.<br/>             "We have all done a great job..."</li> <li>20. <input type="checkbox"/> Soon, president Hill will discuss his intentions.<br/> <input type="checkbox"/> Soon President Hill will discuss his intentions.<br/> <input type="checkbox"/> Soon president Hill will discuss his intentions.<br/> <input type="checkbox"/> Soon, President Hill will discuss his intentions.</li> </ol> |
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## Proof Reading

SCORE
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Name (please print): \_\_\_\_\_

Date: \_\_\_\_\_

Below is a sample letter. Read the letter and circle the punctuation, spelling and grammar errors. Look at the example to the right.

**Example:**

The presentation was a success.

You will have **3 minutes** to answer as many questions as you can.

**STOP HERE UNTIL INSTRUCTED TO BEGIN TEST**

Mr. and Mrs. Bob Buyer  
389 Main Street  
Orlando, FL 33889

Re: Your recent real estate purchase

Dear Mr. And Mrs. Buyer:

Now that you have closed on your recent purchase and have settled in, I hope you are enjoying you're new home. I want to remind you of some important issues you should now be considerng.

The purchase of real estate is often won of the largest financial comitments a person can make. Properly cared for it can, provide security for you and your family for years. Often neglected is teh need to plan for sudden and unexpected illnes or even death. Therefore, I suggest you review with your insurance agent your life and disability insurance coverages.

In addition, you may want to rewrite any will or trust you may now have. If you do not have a will, trust or an estate plan, you may want to considar it at this time. The cost of these protection deveices is surprisingly low; especially in light of the protection they aford you and your family.

Our office has prepared hundreds of wils or trusts for our cleints and would be delighted to meet with you on the subject. Our initial consultatin is complementary, at which time we can evaluate your situation and advice you of the costs and benefits of various options taylored to your specific needs.

Please feel free to call our office for any maters on which we may assist you.

Sincerely,



John Smith