

Accountant Staff Selector

Purpose

To evaluate the bookkeeping, analytical reasoning and detail skills necessary for successful performance in Accounting.

General description

This test, from which a seven-page report is provided to the client, consists of instruments measuring the following:

- numerical skills
- attention to detail
- problem solving and logic ability
- reading comprehension
- spreadsheet simulation
- verbal fluency
- bookkeeping skills (optional)

Positions for which the test is appropriate

- Junior Accountant
- Bookkeeping Clerk

Job criteria measured

- Facility with numbers, files codes, symbols and simple arithmetic
- Attention to detail with words, numbers and symbols
- Ability to problem solve, conceptualize, foresee and plan
- Ability to read and understand the English language
- Ability to use a spreadsheet
- Ability to think of words rapidly, to write or talk without searching for the right word
- Basic mathematical skills
- Ability to analyze rules
- Ability to determine specific relationships
- Ability to sort data
- Ability to work with symbols when solving problems
- Familiarity with basic bookkeeping materials and problems

Sample questions (segments)

Calculate the following:

$$4 \times 8 \times 2 = \underline{\hspace{2cm}}$$

$$189 + 981 - 819 = \underline{\hspace{2cm}}$$

Indicate the next one in the series in the answer space provided:

$$120 \quad 135 \quad 150 \quad 165 \quad \underline{\hspace{2cm}}$$

$$CAB \quad CCD \quad CEF \quad CGH \quad \underline{\hspace{2cm}}$$

Write down as many words as you can that begin with the letters "be".

Example: believe
beside
best

If I was handed a vague assignment, I would

_____ do the best I could with the instructions.
_____ point out the lack of clarity to the person giving the instructions.
_____ ask for additional information.

Test administration

The test requires only clerical supervision to administer and takes approximately 66 minutes to complete. Each section must be precisely timed. **Section 7 is optional**, depending on the job description. More than one person can be tested at one time. It is very important that each section is timed to the second.

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Sample report (excerpt)

Accountant Staff Selector

Name of Candidate: John Jones

ADMINISTRATIVE & INTELLECTUAL SKILLS

Numerical Skills

This section of the test measures the candidate's aptitude for working rapidly and accurately with numbers, files, codes, symbols and simple arithmetic. This candidate achieved a score of 19 points, which demonstrates above average numerical skills. A superior score for numerical skills is 25 points or more.

Attention to Detail

Attention to detail is a basic and important administrative skill. It measures the candidate's ability to scan and locate details in words, numbers and symbols rapidly, and to recognize likenesses and differences quickly. A superior score would be 30 points or more; therefore with a score of 21 points, this candidate exhibited high average ability in this area.

Problem Solving Ability

Problem Solving tests a person's ability to attack and solve difficult problems, think logically, foresee and plan, and deal with abstract relations. A score of 15 points or more for this skill is considered superior. By correctly answering 6 questions, the candidate was evaluated as low average in problem solving ability.

Reading Comprehension

This test was designed to measure the candidate's ability to read and understand the English language. A superior score would be 13 points or more. This candidate was **above average** with a score of **10** points.

Spreadsheet Simulation

This problem measures the candidate's ability to solve a difficult problem, which simulates the operation of a typical spreadsheet. The candidate scored **15** out of a maximum of 25 points, which is rated as **average**.

Verbal Fluency

The ability to think of words rapidly and easily, and to write or talk without blocking or searching for the right word is measured in this section. A superior score is 43 points or higher. Therefore, **high average** skill in this area was shown with a score of **30** points.

Evaluation

The overall rating is based on scores according to the following table:

Score	Rating	Recommendation
80 – 100%	SUPERIOR	Candidate strongly demonstrates the skills needed to succeed as an Accountant.
70 - 79%	GOOD	Candidate will likely be an above average performer as an Accountant.
60 - 69%	MODERATE	Candidate only moderately displays the skills needed to be successful as an Accountant.
59% or Less	LOW	Candidate will likely be a below average performer as an Accountant.

Validation information

A major validation study is either available or in progress. Walden can perform a validation study of this test at a moderate cost.

Languages published

English, French

Date introduced

2001