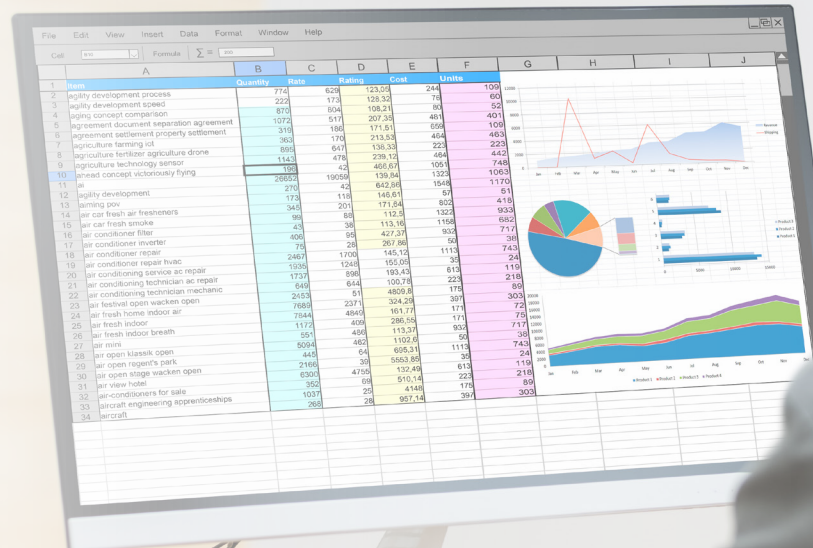


## How Basic Excel Skills Tests Help You Make Better Hires



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Microsoft Office® is one of the most popular software applications for businesses and is used by organizations worldwide. MS Excel® is the most popular application in the MS Office® suite and is used by [99.99% of global companies](#).

Employees at all levels, from data entry clerks and administrative assistants to senior executives, use Excel to organize, create and manage data. This means organizations need employees who can:

- ✓ Enter data accurately on spreadsheets
- ✓ Prepare sales, marketing, payroll, and inventory reports
- ✓ Format cells using formulas and functions
- ✓ Use advanced functions such as VLOOKUP, XLOOKUP, and INDEX/MATCH
- ✓ Build financial statements and reports and database analyses
- ✓ Use advanced features such as macros and pivot tables

## Why Employers Use Basic Excel Skills Tests

Most jobs require at least basic computer knowledge. However, determining which candidates have a good understanding of commonly used applications such as MS Word and Excel can be challenging. Information on resumes and applications is often inaccurate because over 77% of applicants [embellish their qualifications](#) and around 65% overstate their capabilities, especially when they apply for jobs where there is a lot of competition.

The vast majority of businesses require Excel proficiency for most of the jobs they post. This means HR professionals must determine whether candidates have the necessary skills and experience. However, that can be difficult if they are not advanced Excel users.

Many global organizations use assessments such as [Excel basic skills tests](#) to screen applicants because they provide measurable data regarding candidates' abilities. This enables them to make data-driven hiring decisions instead of relying on "gut" feel and (possibly) incorrect information on resumes.

## Why Successful Organizations Use eSkill Assessments

Most businesses partner with a leading assessment solution provider like the eSkill Talent Assessment Platform™. These are some of the reasons why.

### ✓ Access to Hundreds of Assessments

The eSkill Assessment Library contains hundreds of validated job- and subject-based tests. HR leaders can choose Excel Skills Tests for different release years and other assessments such as Data Entry, Attention to Detail, Numerical Proofreading, and Data Checking to identify top candidates.

### ✓ Ability to Customize Skills Assessments

Standardized skills tests are not always effective or valid because each organization has different needs. Clients who use the eSkill Talent Assessment Platform™ have the flexibility to customize assessments so they match each of their job roles for maximum relevance and validity.

Recruiters can choose a pre-prepared basic Excel skills test, add or remove questions, and designate the difficulty level for each. They can also build assessments that include questions from multiple skills tests. For example, if an HR team for a financial services firm is hiring administrative assistants, they can create an assessment using questions from the Excel Skills Test, the Typing 10-Key Data Entry, Financial Typing, and Accounting and Bookkeeping Principles skills tests, and add their own questions if desired.

### ✔ Realistic Job Simulations

The best way to confirm applicants can do a job is to assign them tasks they would complete if hired and evaluate their performance. The eSkill Talent Assessment Platform™ offers MS Office®, Chat, Multitasking, and Digital Literacy Simulations. So, if you are hiring customer service representatives and need to ensure they have a good command of Excel, you can build a skills test that includes questions from the Customer Service questions and Basic Excel Skills Tests and add questions from the Excel Simulation.

### ✔ Dedicated Client Assessment Expert

Every eSkill client is assigned a dedicated assessment expert. Assessment experts are always available to answer questions and help solve problems. They can also help clients create and deploy assessments and develop hiring, onboarding, or employee development strategies.



eSkill

# How Excel Skills Tests Improve Hiring

When information is entered incorrectly, orders are wrong, and shipments end up at the wrong locations. This can also lead to inaccurate invoices, which means customers are inconvenienced. It takes time and resources to correct problems like this, and the errors could harm long-standing client relationships.

When used correctly, Excel skills tests improve hiring by ensuring candidates have essential computer proficiency and know how to use required Excel features and perform the job they are being considered for. This helps you minimize errors and ensure internal operations run smoothly and efficiently.

Excel Skills Tests and related assessments, such as Data Entry, Typing Skills, and Numerical Proofing, help you realistically assess applicants' abilities to ensure they will succeed in your organization. They can also help you reduce hiring costs and decrease time-to-hire. Many eSkill clients have cut hiring costs by up 70% and reduced time-to-hire by 60%.

**Do you want to learn how basic excel skills tests can help you make better hiring decisions?**

Contact us to [request a demo](#).

**Request a Demo Today**

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