## MS PowerPoint Assessment Report

# Candidate: John SamplePerson 

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Date:
02/22/2024

Candidate: John SamplePerson
Date: February 22, 2024

MS PowerPoint Score Details

| Test | Percent Correct <br> Score | This score is considered to be: |
| :--- | :---: | :---: |
| MS PowerPoint | $85 \%$ Correct | Above Average |

## MS PowerPoint Score Breakdown by Question Type (20 Total Questions)

BASIC—Demonstrates knowledge of commonly used PowerPoint terms, basic commands and simple formatting. Candidate scored 8 correct out of 8 possible questions

INTERMEDIATE-Demonstrates knowledge of more complex operations like slide and presentation customization. Candidate scored 7 correct out of 8 possible questions

ADVANCED-Demonstrates knowledge of more advanced PowerPoint design using video and linked objects.
Candidate scored 2 correct out of 4 possible questions

## Score Interpretation Guidelines

Scoring is based on a "percent correct" calculation: the total number of correct answers divided by total number of questions on the test. The candidate has ample time to complete each question, so it is possible to achieve $100 \%$.

Lower \% scores suggest the candidate will make a higher number of errors on the job. Their basic skills in this topic area are probably lacking. If hired, you need to consider on-the-job training in this topic area.

Higher \% scores suggest the candidate is less likely to make mistakes of this type on the job. Their skills are adequate to excellent. They can probably improve accuracy as they practice tasks on the job-especially if given feedback.

| $0 \%$ to $50 \%$ correct | $51 \%$ to $70 \%$ correct | $71 \%$ to $85 \%$ correct | $86 \%$ to $100 \%$ correct |
| :---: | :---: | :---: | :---: |
| Low Score | Below Average <br> (C+ to C-) | Above Average <br> (B+ to B-) <br> "Good" | High Score <br> (A to A-) |
| "Unsatisfactory" |  |  |  |$\quad$ "Satisfactory" $\quad$ "Excellent" | "Good |
| :---: |

Most companies are simply trying to weed out candidates who would have the most trouble handling job tasks of this nature. If that is the case, think about what is the lowest "Percent Correct" score you will tolerate. If errors are not particularly costly to your operations, then you may be able to accept candidates who score in the Below Average or "Satisfactory" range. Conversely, if errors of this nature cause very serious problems in your company, then you should only hire people who score in the High category, or "Excellent" range. Companies looking to improve the overall quality of their workforce should target candidates scoring in the upper end of Below Average or higher ranges.

