resource associates

Excel Proficiency 2020
Assessment Report

Candidate:

Jane SamplePerson

Date:

09/24/2022

www.resourceassociates.com

Excel Proficiency 2020 Assessment Report

Candidate: Jane SamplePerson
Date: September 24, 2022

Excel Aptitude Score Details

Test	Percent Correct Score	This score is considered to be:
Excel Proficiency	**80% Correct**	**Above Average**

Excel Score Breakdown by Question Type (20 total questions)

BASIC—Demonstrates knowledge of spreadsheet formatting, error codes/notifications, and basic calculations:
   Candidate scored **7 correct out of 7** possible questions

INTERMEDIATE—Demonstrates knowledge of pivot tables, charts, graphs and commonly used calculations/functions:
   Candidate scored **6 correct out of 7** possible questions

ADVANCED—Demonstrates knowledge of Advanced calculations and functions:
   Candidate scored **3 correct out of 6** 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 (D+ to Failing) "Unsatisfactory"	**Below Average (C+ to C-) "Satisfactory"**	**Above Average (B+ to B-) "Good"**	**High Score (A to A-) "Excellent"**

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.