

BUSINESS ADMINISTRATION and CUSTOMER SERVICE *SELECT*

www.selectahead.co.uk

Business Administration and Customer Service *Select* is a selection and recruitment tool for applicants seeking a career in Business Administration and Customer Services. It not only identifies strengths and weaknesses in Literacy and Numeracy but **more importantly** examines vocational aptitude towards this career.

Can your organisation?

- Identify Level 2 and Level 3 applicants
- Identify applicants capable of completing an Advanced Apprenticeship
- Identify applicants with problem solving skills

Confirm you are putting your applicant on the RIGHT course
Reduce early leavers

Our System provides you with –

- 42 Multiple-choice questions
- Marked results immediately available
- Question by question breakdown
- Scores graded with career recommendations
- Individual results can be printed or saved
- Easy to provide consistent feedback
- Easy to retrieve audit trail
- Secure password entry
- Conduct assessments anywhere with internet access
- Unlimited use – assess **unlimited** applicants for no extra cost

The software does all the work for you !!

The price is –

- £15 per month for unlimited access
- We provide many different vocational assessments and offer a flexible pricing structure tailored to your organisational needs.
- Also available in paper based if preferred.

To assess Business Administration and Customer Service Select
FREE

Online demonstration available which will enable you to evaluate the complete system free of charge

Email: selectahead@btinternet.com

For more information please email us or
Telephone Tony Moore on 01202 640369

Spelling

Word A: Stationary

Word B: Statonery

Word C: Stationery

Word D: Staitionery

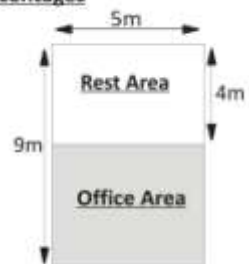
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Computer Symbol



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Percentages



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Alphabetical Order

List A	List B
Hole Punch	Hole Punch
Pencils	Pens
Pens	Pencils
Rubber	Ruler
Ruler	Rubber
Stapler	Stapler
List C	List D
Hole Punch	Pencils
Pencils	Pens
Pens	Ruler
Stapler	Stapler
Rubber	Rubber
Ruler	Hole Punch