Excel Assessment Tests Types

Basic
- Who: people in administrative and clerical positions
- What: tasks of a formatting nature

Intermediate
- Who: people working with the information
- What: tasks requiring deeper knowledge of Excel

Advanced
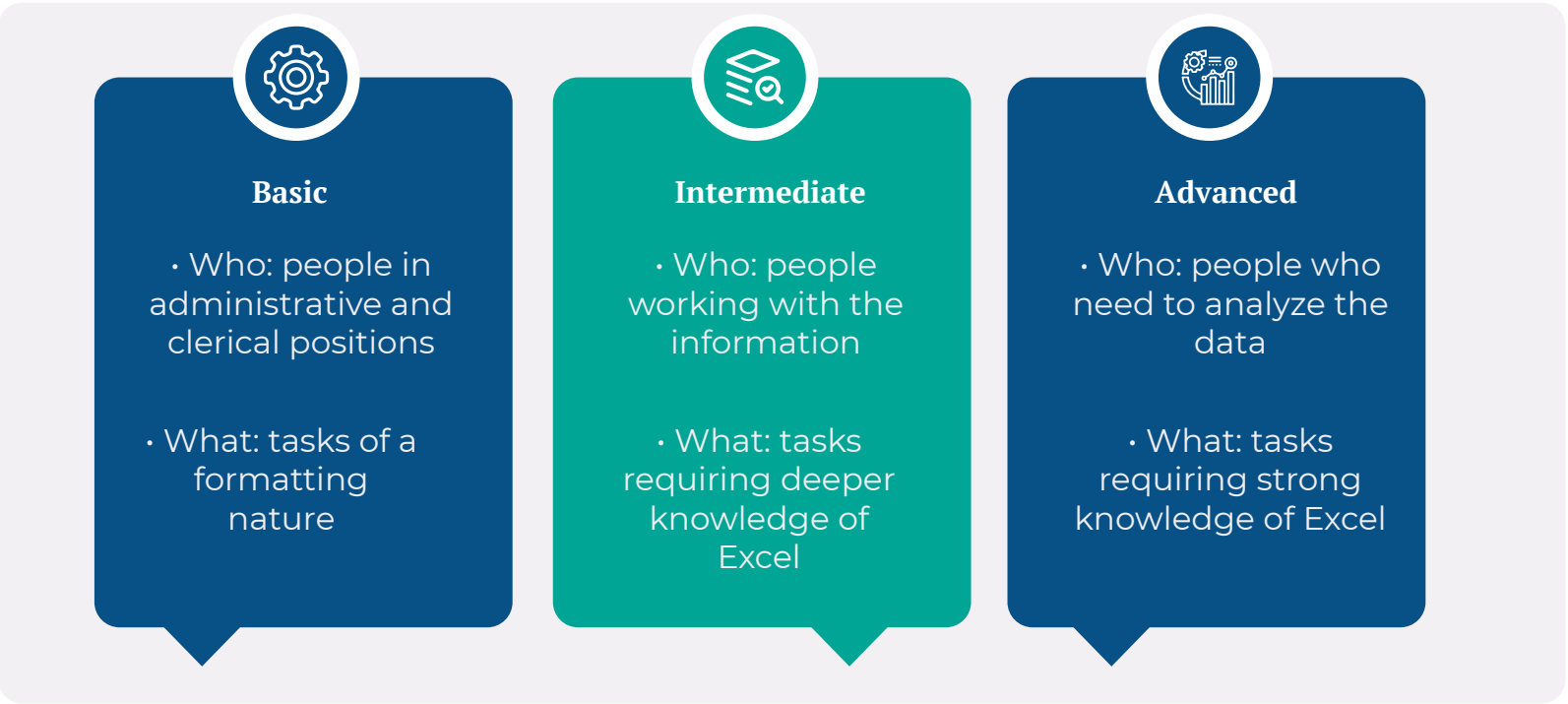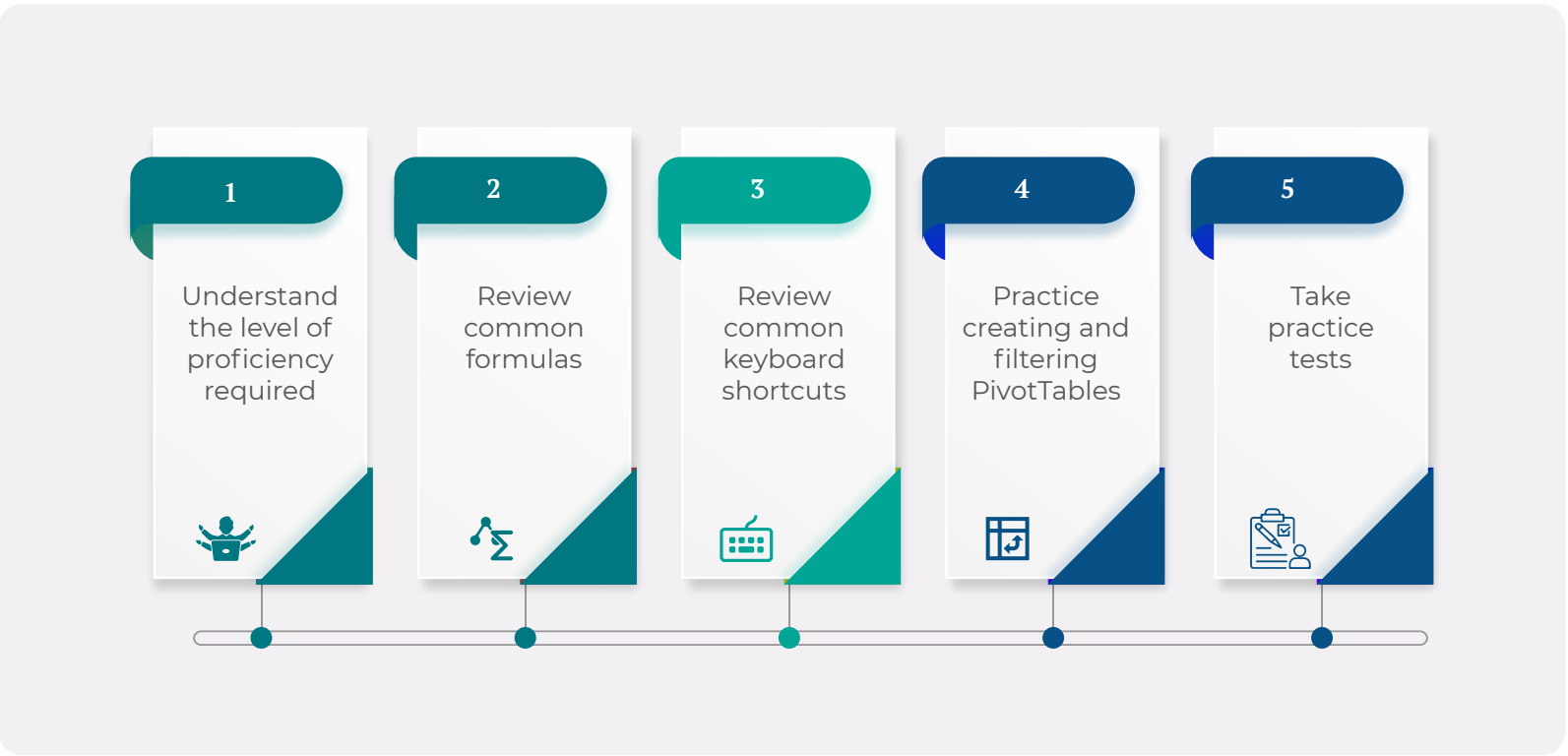- Who: people who need to analyze the data
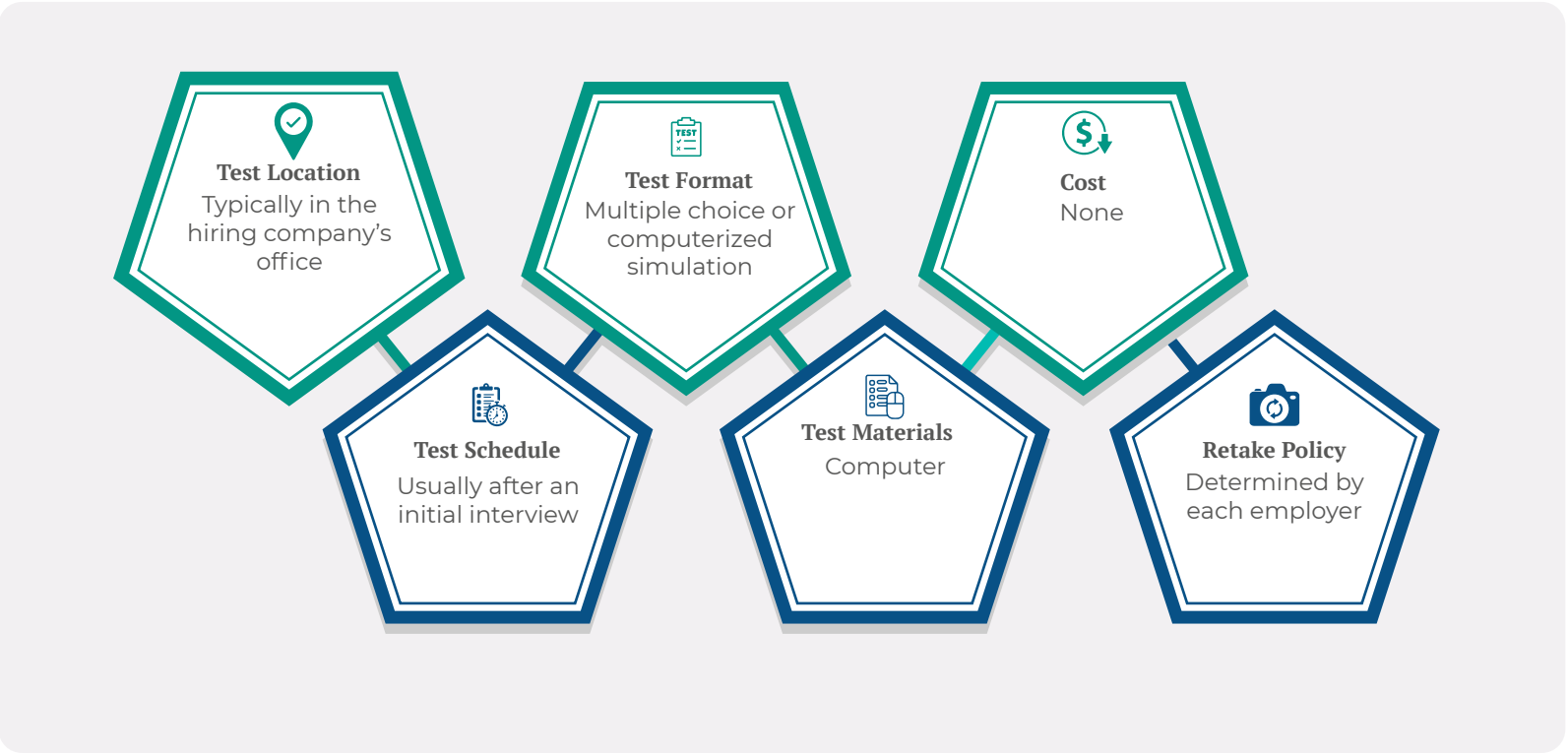- What: tasks requiring strong knowledge of Excel

> Passing scores vary by company. To succeed, you will need to demonstrate your skills in multiple-choice questions or in an interactive Excel simulation.

Excel Assessment Test Tips

1. Understand the level of proficiency required
2. Review common formulas
3. Review common keyboard shortcuts
4. Practice creating and filtering PivotTables
5. Take practice tests

Test Administration

Test Location
Typically in the hiring company's office

Test Format
Multiple choice or computerized simulation

Cost
None

Test Schedule
Usually after an initial interview

Test Materials
Computer

Retake Policy
Determined by each employer

Excel Assessment Test Providers

- IBM Talent Assessments
- Isograd
- Indeed
- eSkill
- Employ Test
- Interview Mocha