

# Workplace Fundamentals

## Assessment Fact Sheet

### Overview

The Workplace Fundamentals test measures a candidate's knowledge of skills required to function in any type of workplace. This test is designed for anyone in the modern workforce.

Job Family/Title

Employees

### Details

Average Testing Time (minutes)

20 minutes

Allowed Time (minutes)

90 minutes

Maximum Number of Questions

30 questions

Number of Sitzings

One

Designed for Unproctored Environment

Yes

Question Format

Multiple Choice - Adaptive

Product Category

Business Skills

### Knowledge, Skills, Abilities and Competencies Measured

Measures knowledge of skills required to function in any type of workplace. The following areas are covered:

- Business Communication
- Diversity
- Employer Expectations
- Human Resources
- Legal Issues for Employees
- Personal Development
- Planning and Scheduling
- Security