

# 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 identifies strengths and weaknesses in Literacy, Numeracy, IT and problem solving skills.

## Can your organisation?

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

## 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
- A report which can be printed/saved or sent directly to an employer
- 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 !!**

**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](mailto:selectahead@btinternet.com)

Telephone: 01202 640369

### Spelling

**Word A:** Stationiary

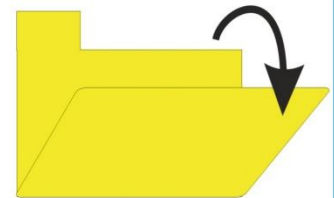
**Word B:** Statonery

**Word C:** Stationery

**Word D:** Staitionery

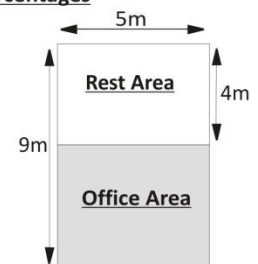
SELECTahead

### Computer Symbol



SELECTahead

### Percentages



SELECTahead

### 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