Assessing Applicant’s Computer Skills with “Prove It! 4.0”

The Prove It! 4.0 Assessment System, developed by Kenexa, provides the ability to identify and assess top candidates and employees. The computerized, web-based skills assessment tool will provide immediate results that allows for a timely hire.

Human Resources has purchased this assessment system for Texas A&M University use so there is no cost to departments. This testing system is designed to be used in conjunction with your department’s preparation to hire, training placement and post-training assessment programs.

Appointments for applicant testing are required and can be scheduled by contacting HR Recruitment & Workforce Planning at jobpath@tamu.edu or 979.845.5154. When scheduling an appointment, Recruitment will need to know the test or tests to be completed as well as the level of testing. Applicant testing is conducted at the Human Resources offices located in the General Service Complex, Suite 1201.

Testing offered for the following:

- Microsoft Access 2010 & 2007 – Normal User*
- Microsoft Access 2010 & 2007 – Power User*
- Microsoft Access 2010 & 2007 – Whole Test*
- Microsoft Excel 2010 & 2007 – Normal User*
- Microsoft Excel 2010 & 2007 – Power User*
- Microsoft Excel 2010 & 2007 – Whole Test*
- Microsoft Internet Explorer 6.0
- Microsoft Internet Explorer 8.0
- Microsoft Outlook 2010 & 2007
- Microsoft PowerPoint 2010 & 2007 – Normal User*
- Microsoft PowerPoint 2010 & 2007 – Power User*
- Microsoft PowerPoint 2010 & 2007 – Whole Test*
- Microsoft Project 2000
- Microsoft Publisher 2010 & 2007
- Microsoft Windows 2000
- Microsoft Windows XP
- Microsoft Word 2010 & 2007 – Normal User*
- Microsoft Word 2010 & 2007 – Power User*
- Microsoft Word 2010 & 2007 – Whole Test*
- Practice Typing Test – General
  [5 Minute Onscreen]
- Typing – General [5 Minute Hardcopy]
- Typing – General [5 Minute Onscreen]

*Normal User This test assesses the user’s ability to create and develop the most commonly used commands.

*Power User This test is designed to test candidates who will be required to use some of the more advanced features of the program, while the bulk of their responsibilities fall within conducting more basic level activities.

*Whole test The Whole Test combines both the Normal and Power User Test.