

# **AMERICAN SOCIAL SERVICES OF UPTOWN, INC.**

## **ENTRY-LEVEL AND PROMOTIONAL TESTS**

Dear Human Resources Management

### **RE: HOTEL & RESORT MANAGERMENTS**

American Social Services of Uptown, Inc is an independent third party organization, a member of the National College Testing Association (NCTA) and the International Association for Computerized Adaptive Testing (IACAT). We have administered and proctored over 300,000 entry-level and promotional exams since 2003 and we expect to increase our testing capacity in the coming years. We are internet-based testing company that administers exams for our Test Vendors and Developers. This company was established as an independent third party testing agency in order to avoid any allegiance to a specific organization or association. In this way, we are able to work with many organizations, and can remain independent of any outside allegiances, bias, or agenda. With our secure internet-based testing centers located in the USA, with Headquartered in Chicago, Illinois, we are able to administer secure and professionally proctored entry-level and promotional tests for your organization at any of our testing centers listed below

1. 2800 West Peterson Ave. Suite 205. Chicago, IL. 60669
2. 6006 West 159<sup>th</sup> Street. Building-B. 2<sup>nd</sup> Floor Oak Forest 60542
3. 4645 West 146<sup>th</sup> Street Midlothian. IL. 60445
4. 1550 Northwest Highway 1<sup>st</sup>. Floor Room 106. Park Ridge, IL. 60068
5. 7071 South 13<sup>th</sup> Street Room 109, Oak Creek. WI. 53154

Our Human Resources personality and aptitude tests for entry-levels and promotional exams separate the best candidates from the rest - quickly through internet-based, computer-based, paper/pencil-based, or DVD/TV-based, with fast reporting targeting the personality and aptitude results you seek in a new hire. Need help to customize your company selection tests? We provide free consultation. Why guess when hiring? Hire the best employee with excellent personality and aptitude to your customers and staff.

Some of our most popular entry and promotional exams include the tests listed below, and we offer more than 1000 tests with unlimited customization. Whether you are a small or big organization, our tests will help you do the best job possible when hiring new employees

We administer proctors and oversee the administration of assessments on-site and mobile to all candidates registered through our office. In addition to administering the assessments, our organization is generally required to inventory testing materials before and after the assessment, take attendance to ensure all candidates are present, distribute and collect test materials, provide instructions to test takers, determine and monitor breaks, keep track of time, maintain a presence in the testing rooms at all time, in addition to security cameras and DVR in the testing rooms, to discourage talking or cheating, and document any irregularities. Assessments may be administered to a large number of candidates in several technical areas at one time and we have 1 proctor for every 25 test takers and a group of 50 test takers will have 2 or 3 proctors.

Our tests include:

1. Law Enforcement Entry-level and Promotional Exam
2. Accounting and Finance Exam
3. Call Center Test
4. Hotel Managers Test
5. Booking or Reservation Personnel Test
6. Hotel Receptionist Test
7. Construction and Manufacture Test
8. Cognitive Ability and Aptitude Test
9. Customer Service Test
10. Management Test
11. Food and Beverages Managers Test
12. Grooms
13. House Keeping Test
14. Hotel Valet, Shuttle Bus Drivers Test
15. Education Test
16. Essential Skills Test
17. Information Technology Test

18. Language and Communication Test
19. Sales and Marketing Test
20. Hospitality Tests 1
21. Hospitality 11
22. Cashier Math Test
23. Barista Test
24. Concierge Staff Test
25. Restaurant Manager Test
26. Restaurant Server Test
27. Personal Style Assessment Test 1
28. Personal Style Assessment Test 11
29. General Test
30. Fire Service Test
31. Dispatcher Test
32. Service and Maintenance Test
33. Competency Test
34. Verbal Reasoning Test
35. Spanish Language Proficiency Test
36. Engineering Test

We are ready to go into partnership with your organization so that we can administer and proctor entry-level and promotional exams for your organization in a secure and professional environment both mobile and on-site. Our rates per candidate per exam or group per exam are favorable. Give us your rates and we will work around your rates.

Please contact me directly at the contacts below for faster arrangement.

Thank you so much for your time

Sincerely

Dr. Joseph S. Tengbeh

President/Test Administrator/Proctor

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