

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

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

Dear Human Resources Management

### **RE: HEALTHCARE INSTITUTIONS**

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. Accounting Professional Test
4. Dental Assistant Hygienist Test
5. Accounting Manager Test
6. Auditor Test
7. Chiropractor Assistant Test
8. Buyer Test
9. Computer Programmer Test
10. Consultant Test
11. Human Resources Manager Test
12. Human resources Recruiter Test
13. Behavioral Health Specialist / Counselor Test
14. Hearing Care Assistant test
15. Nurse RN Test
16. Home Health Aid Test
17. Personal Style 1 Assessment Test

18. Personal Style 11 Assessment Test
19. Nurse Assistant Test
20. Medical Billing and Coding Test
21. Message Therapy test
22. Patient Care Technician Test
23. Nurse Practitioner Test
24. Patient Care Consultant Test
25. Patient Care Supervisor Test
26. Physician Test
27. Supervisor
28. Supervisor Practices Assessment
29. Stock and Delivery Worker
30. Food Services Worker
31. Utility Worker-Laborer
32. Basic Skills-General
33. Senior Service Worker Test
34. Social Worker Test
35. Child Support Specialist
36. Pharmacy Assistant Test
37. Pharmaceutical Sale Test
38. Human Resources Specialist Test
39. Insurance Claim Adjuster Test
40. Market Analyst Test
41. Bookkeeping and Accounting Math Test
42. Cognitive Ability and Aptitude Test

43. Dietician Test
44. Customer Service Manager Test
45. Customer Service Representative Test 1
46. Customer Service representative Test 11
47. Maintenance Worker
48. Ground Maintenance Worker
49. Basic Math Skills/Arithmetic Test
50. Management Test
51. House Keeping Test
52. Administrative Assistant/Clerical
53. Administrative Assistant/Receptionist Test
54. Document Control Technician / Record Tech Test
55. Executive Assistant Test
56. EKG Technician Test
57. X-Ray Technician Test
58. Other Para-medical tests
59. Account Payable and Receivable Test
60. Essential Skills Test
61. Information Technology Test
62. Language and Communication Test
63. Sales and Marketing Test
64. Categorization Ability Test
65. Clerical Speed and Accuracy Test
66. Clerical Work Sample Test
67. Credit and Collection Specialist Test

- 68. General Tests
- 69. Service and Maintenance Test
- 70. Competency Test
- 71. Spanish Language Proficiency Test
- 72. Engineering Test
- 73. Filling Test
- 74. Laboratory Technician Test
- 75. Laboratory Technologist Test
- 76. Laboratory Assistant test
- 77. Laboratory Director 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

**2800 West Peterson Ave. Suite 205. Chicago, IL. 60659**

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