

Undesirable Behaviors	Test Content	Desirable Behaviors
Slow to learn, needs simple tasks	General Mental Ability	Quick learner, solves difficult problems
Slow / lot of mistakes	Math Skills	Faster / few mistakes
Needs a lot of Excel training	EXCEL 2007 Knowledge	Has basic Excel proficiency
Slow clerical processing	Perceptual Speed & Accuracy	Fast clerical processing
Argumentative	Agreeableness	Easy to get along with, nice
Timid, lacks courage to confront subjects	Assertiveness	Willing to offer opinions and debate different options
Chafes at having to do tasks by a procedure	Comfort with Procedures	Likes procedure based tasks
Fails to live up to promises	Conscientious	Dependable, reliable
Doesn't like detailed tasks	Detail-Minded	Likes working on detailed tasks
Overreacts to stress, gets upset easily	Emotional Resilience	Calm, level-headed, handles stress well
Tends to use rules for their own benefit	Integrity	Strong moral values
Cares mainly about salary and perks	Intrinsic Motivation	Enjoys coming to work
Lacks enthusiasm, may give up easily	Optimism	Cheerful, "can-do" attitude
Disorganized, careless	Orderliness	Organized, neat
Doesn't want to have to deal with people	Sociability	Likes people involvement at work
Bored with procedure-based tasks	Tolerance Mundane Work	Likes procedure-based tasks
Doesn't want to coordinate with others	Teamwork	Able to coordinate and work cooperatively
Does the minimum	Work Drive	Willing to go the extra mile

# Sample Accounts Payable Skills Test

**Patrick R. Delaney, O. Ray Whittington**

### **Sample Accounts Payable Skills Test:**

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