

Pre-Hire KP Assessment Preparation Resources

Kaiser's Talent Acquisition states that for some positions online, pre-hire assessments testing aptitude, behavior, skills (such as typing and data entry), and job knowledge may be required. Here are some resources that can help you prepare for employment tests. (The categories are listed alphabetically.)

COMPUTER / MICROSOFT OFFICE

BHMT: SkillSoft Library – Self-directed learning. Search **Word, Excel, etc.** to identify the content you want to access on KP Learn.

<https://bhmt.org/search-skillsoft/>

<https://bhmt.org> > Ben U Skills > IT/Soft Skills > SkillSoft Library > Search SkillSoft

BHMT: LinkedIn Learning – Self-directed learning. Search **Word, Excel, etc.** to identify the content you want to access.

<https://bhmt.org/linkedin-learning/>

<https://bhmt.org> > Ben U Skills > IT/Soft Skills > LinkedIn Learning

BHMT: New Horizons Computer Learning Center – Instructor-led courses on Microsoft Office programs; beginning through advanced course levels

<https://bhmt.org/basic-computer/>

<https://bhmt.org> > Ben U Skills > IT/Soft Skills > Basic Computer

BHMT New Horizons Representative: Aaron Brown (bhmt@nhlearninggroup.com or (310) 342-3590)

CUSTOMER SERVICE

BHMT: SkillSoft Library – Search for **customer service** resources.

<https://bhmt.org/search-skillsoft/>

<https://bhmt.org> > Ben U Skills > IT/Soft Skills > SkillSoft Library > Search SkillSoft

BHMT: LinkedIn Learning – Search for **customer service** resources.

<https://bhmt.org/linkedin-learning/>

<https://bhmt.org> > Ben U Skills > IT/Soft Skills > LinkedIn Learning

KP/BHMT: Critical Skills- Consumer Focus – Self-directed learning.

<https://bhmt.org/kp-critical-skills/>

<https://bhmt.org> > Ben U Skills > Critical Skills > KP Critical Skills > Part 2- Consumer Focus

EDITING & PROOFREADING

BHMT: SkillSoft Library – Search for **editing** and **proofreading** resources.

<https://bhmt.org/search-skillsoft/>

<https://bhmt.org> > Ben U Skills > IT/Soft Skills > SkillSoft Library > Search SkillSoft

BHMT: LinkedIn Learning – Search for **editing, proofreading, grammar, punctuation** and **spelling** resources.

<https://bhmt.org/linkedin-learning/>

<https://bhmt.org> > Ben U Skills > IT/Soft Skills > LinkedIn Learning

ENGLISH PROFICIENCY

BHMT: AmEnglish.com - Individualized online training to improve communication skills (reading, writing, listening, speaking and/or vocabulary) for non-native speakers of English. Available from high beginning through advanced levels. BHMT participants can set up private coaching meetings.

<https://bhmt.org/english-proficiency/>

<https://bhmt.org> > Ben U Skills > Languages > English Proficiency

MATH / CASH HANDLING

BHMT: LinkedIn Learning – Search for Search for **mental math, basic math, math word problems**, etc.

<https://bhmt.org/linkedin-learning/>

<https://bhmt.org> > Ben U Skills > IT/Soft Skills > LinkedIn Learning

Money Word Problems Practice (quiz with answers)

<https://www.thatquiz.org/tq/preview?c=xwjm8415&s=ic06pm>

How to Give Back Correct Change

<https://www.wikihow.com/Give-Back-Correct-Change>

MEDICAL TERMINOLOGY

BHMT: Introduction to Medical Terminology - KP School of Allied Health Sciences (non-credit)

<https://bhmt.org/intro-medical-terminology/>

<https://bhmt.org> > Ben U Academic > College Prep > Intro to Medical Terminology

BHMT: HSS121 Medical Terminology – Colorado Technical University (college credit)

<https://bhmt.org/medical-terminology/>

<https://bhmt.org> > Ben U Academic > General Education > HSS 121 Medical Terminology

TEST-TAKING & ANXIETY REDUCTION TIPS

Ten Tips for Coping with Test Anxiety

<https://www.verywellmind.com/test-anxiety-3024422>

Reducing Test Anxiety

https://www.ets.org/s/praxis/pdf/reducing_test_anxiety.pdf

If you would like help with test-taking strategies or calming your nerves before a test, contact your BHMT Career Counselor. Log into [MyBHMT.org](https://www.bhmt.org) to find your career counselor.

TYPING & DATA ENTRY

BHMT: Typing.com - Self-directed learning. Typing.com provides types instruction, exercises, games and practice tests to gain keyboard proficiency.

<https://bhmt.org/keyboard-proficiency/>

<https://bhmt.org> > Ben U Skills > IT/Soft Skills > Keyboard Proficiency

BHMT: LinkedIn Learning – Search “**Learning Numeric Data Entry**”

<https://bhmt.org/linkedin-learning/>

<https://bhmt.org> > Ben U Skills > IT/Soft Skills > LinkedIn Learning