



Guide to Member Services Fact Sheet

Entry Employee Aptitude Testing Service

NTMA offers a fee-based Entry Employee Aptitude Testing Service that helps members make solid hiring decisions. This validated testing service evaluates technical aptitude, not achievement. It measures a person’s readiness to learn and develop proficiency, and it attempts to predict future performance. Members can reduce training time and turnover, increase productivity and prevent legal problems.

- The only known screening device of its kind that has been validated for bias.
- Specifically developed for the **Precision Custom Manufacturing Industry**.
- Includes a manual explaining the 14 key points needed to make the best hiring decisions.
- Sample interviews with rating factor scales and examples of how to get evidence of job- related experience.

Protect Your Interests:

- An employer who violates non-discrimination laws may receive severe penalties or face large financial settlements.
- Federal law requires that employee selection procedures be valid for predicting or measuring performance in a specific job.
- Only NTMA has the statistical database to validate the aptitude test battery. Our validation includes interviews and testing of hundreds of skilled crafts-people nationwide. It uses job-related factors to predict employee aptitude.
- When you use this service NTMA will continually update the testing service database with your applicant’s test scores. This assures that the strongest possible legal defense is available to NTMA members who use the testing service.

Tests cover four Key Areas:

- Mechanical Aptitude
- Shop Math
- Verbal Comprehension
- General Reasoning

ENTRY EMPLOYEE SELECTION SYSTEM

Complete Testing Package..... \$55

Includes a battery of four different tests, 15 answer sheets, & and instruction manual for administering and processing the test.

Employee Selection System Manual..... \$35

This manual explains how to screen applicants, take applications, check references, administer the test battery and conduct lawful interviews

Additional Test Battery..... \$25

Bennett Mechanical, Personnel Test for Industry, Machine Shop Math. Guilford Zimmerman.