

Overview

Multi-choice test that measures the ability to organize one's workplace, properly maintain data, perform simple tasks on the computer and resolve administrative issues.

Relevant Job Roles

General and Operations Manager, Human Resources Manager, Administrative Services Manager

Details

Language

English (US)

Average Testing Time (minutes)

12 minutes

Allowed Time (minutes)

15 minutes

Maximum Number of Questions

18 questions

Number of Sitzings

One

Test Type

Multiple Choice - CTT

Sector

Business

Scores Reported

- Overall Score
- Organizing and Planning
- Effective Communication
- Attention to Detail
- Computer Awareness

O*NET Competency

Administration and Management

Knowledge, Skills, Abilities And Competencies Measured

The following areas are covered:

- Filing system
- Information gathering from multiple sources
- Basic use of computer
- MS Office
- Office equipment
- Using internet
- Communicate effectively with internal stakeholders
- Organize and plan administrative activities
- Workplace organization