

# Office Skills Test

Name:

Address:

Telephone:

Email:

Social Security Number:  
(or Green Card number)

Driver's License Number, State:

I agree to allow Paul Downs Cabinetmakers to run a background check based on the information provided above. I also agree to a drug test if Paul Downs Cabinetmakers requests it.

Signed:

Date:

Start Time:

Ending Time:

## Paul Downs Cabinetmakers

401 E. 4th Street • Bldg 8, 4th Floor • Bridgeport, PA 19405

Copyright Paul Downs Cabinetmakers 2013

# Office Skills Test

This test is designed to show us your level of skill and diligence on basic office tasks. Please read all instructions carefully and follow them exactly. You may take as much time as you want for the test, and you may ask about any directions that are unclear. To begin, please note the time of day that you started on the first page of the paper copy.

## Part 1: Typing Speed Test

We need to know how fast you type. The link below is for an online typing test. Press command before you click on it to open it in a new tab, and leave that tab open when you are done. You may take the test twice. If you are satisfied with the first result, feel free to go on to the next section of the our test.

<http://www.typingtest.com/test.html?minutes=2&textfile=aesop.txt&getfocus=1&start.x=85&start.y=32>

## Part 2: Email response.

We would like to see your writing skills, and your ability to relate to others through written communication. Below is the text of an email we received from a client last year. Read it, then do the following:

- Use “Command-T” to open a new browser tab, and log into the email program of your choice.
- Create a new message and address it to [pauldowns@pauldowns.com](mailto:pauldowns@pauldowns.com)
- Write a subject line that you think is appropriate for the message
- Cut and paste the text of the message below into your message.
- Italicize the text of the pasted message.
- Write a response that you think is appropriate. It can be any length you wish.
- If you don't have access to online email, you may write a draft of an email on the back of the paper copy of your test.
- Base your response on this scenario:

The client expected the table to ship on a specific date, and we shipped it two days later. The reason for the delay was a backup in production - no quality issue, just took a little longer than expected. The client will receive the table one day later than promised. The shipper's tracking number is 481-2290176.

- Send the email.
- Close the tab with your mail program.

Here's the message:

*Don:*

*I thought that the table was shipped last Friday??? Will it be here Tuesday like you promised??? I have a board meeting on Friday, what am I going to do??? Help!!!*

*Rita*

### **Part 3: Business Math**

Please do this section on the paper copy. You may use a calculator. Write your name here: Debbie Kaplan \_\_\_\_\_

3A. We will be sending three invoices for a contract whose total value is \$24,684. We want a 50% deposit to start, 35% as a pre shipment payment, and 15% after the job is completed. Calculate the amounts of each payment, rounding to the nearest dollar:

Deposit:

Preship:

Final:

3B. What is the total cost including shipping and handling for a \$20.15 item with a S&H charge of 10% item cost, and a minimum charge of \$3.00?

- a. \$22.20
- b. \$24.15
- c. \$25.35
- d. \$23.15

3C. A dress selling for \$45 was reduced by \$9. By what percent was the item discounted?

- a. 20 percent
- b. 22 percent
- c. 36 percent
- d. 5 percent

3D. If a business grew by 212 percent in one year, what would be the decimal equivalent?

- a. 21.2
- b. 21.20
- c. .0212
- d. 2.12

3E. Carmelita makes \$18.60 an hour when she works overtime. This week her paycheck stub indicates that \$269.70 was earned in overtime. How many overtime hours did she work this week?

- a. 14 hours
- b. 13.5 hours
- c. 14.5 hours
- d. 15 hours.

3F. If the monthly rate of interest is 1.75%, what is the annual rate of interest? Assume that interest compounds.

- a. 23.14%
- b. 21%
- c. 17.5%
- d. 18 percent

3G. Rename 63 percent as a decimal

- a. .0063
- b. 6.3
- c. .63
- d. 63.00

Write your name again here: \_\_\_\_\_

## Part 4: Photography & Social Media

There are several objects on the table near you. Choose one, photograph it, and post the photo to the social media platform of your choice (Suggestions: Facebook, Pinterest, Google +, Instagram, or anything else you like.)

- You can use your cellphone to do the photograph.
- Try to make the photograph as good as you can. Pretend you are selling the item. If you know how to edit a photograph, feel free to do so.
- Write a short description of the item, and why you are photographing it.

Once you have posted the photo and description, email a link to the post to:

[pauldowns@pauldowns.com](mailto:pauldowns@pauldowns.com)

## Part 5: Software Inventory

On the paper copy of the test, please mark which of these programs you are familiar with, and write the last version you used in the space provided. If you don't know the version, write the last year that you used the program. If you have used an alternate program to do the same function, write what you used.

Write your name: \_\_\_\_\_

___	Windows	Version:	Alternate:
___	Mac OS	Version:	Alternate:
___	Photoshop	Version:	Alternate:
___	Chrome	Version:	Alternate:
___	Explorer	Version:	Alternate:
___	Filemaker	Version:	Alternate:
___	MS Word	Version:	Alternate:
___	MS Word	Version:	Alternate:
___	MS Excel	Version:	Alternate:
___	Powerpoint	Version:	Alternate:

Are you proficient in any other software programs? If so, list them. Use the back if you need more space.

That's the test! Please note your ending time on the first page. Thanks!