



Job Title: Admin II

Test: Basic Excel 2010

This test measures basic level of knowledge, skills and abilities of using Microsoft Excel 2010.

Is some level of the knowledge, skill, or ability listed above essential for job performance?

 Yes No

Explain why or why not:

We use Excel daily in this position.

Is the knowledge, skill, or ability measured by this test required at the time of entry (hire, promotion, or transfer) into this job?

 Yes No

The use of the above listed knowledge, skill, or ability is:

- NOT IMPORTANT: Trivial or of minor significance to job performance.
- OF SOME IMPORTANCE: Somewhat helpful, useful, and/or meaningful to job performance.
- IMPORTANT: Helpful, useful, and/or meaningful to job performance.
- CRITICAL: Necessary for job performance.
- EXTREMELY CRITICAL: Necessary for job performance but with greater consequences.

Step 2 of 6

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# Opac Computer Test Example

**Rachel Sandford**

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