

Clerical Interests: Administrative Duties

Name: _____

Date: _____

Instructor: Note that these questions may require adjustment to fit the understanding of the student. Moreover, actual experience is likely to change the student's preference and make it more valid. Encourage the student to take his best guess, especially when doing this for the first time and when the student has no direct experience yet with clerical work.

| | 1 NOT AT ALL | 2 MAYBE | 3 YES | 4 VERY MUCH |
|--|-----------------|------------|----------|----------------|
| 1) Do you think you would like to work in an office? | | | | |
| 2) Do you think you would like working with a copy machine? | | | | |
| 3) Do you think you would like working with a postage machine? | | | | |
| 4) Do you think you would like to sort and deliver mail in an office? | | | | |
| 5) Do you think you would like to file hard copies of documents? | | | | |
| 6) Do you think you would like to send out bulk mail in an office (100 - 500 pieces of mail at a time)? | | | | |
| 7) Do you think you would like to use the computer to enter data on spreadsheets and office records? | | | | |
| 8) Do you think you would like to process invoices, orders or requests and to file information on electronic files for billing, shipping and handling? | | | | |
| 9) Do you think you would like to send out notices and information through email or a web site in an office? | | | | |
| 10) Do you think you would like to answer phones and direct calls to other people in an office? | | | | |

| | 1 NOT AT ALL | 2 MAYBE | 3 YES | 4 VERY MUCH |
|---|-------------------------|--------------------|------------------|----------------------------|
| <i>11) Do you think you would like to manage supplies and keep an inventory or list of office materials and supplies?</i> | | | | |
| <i>12) Do you think you would like to use a fax machine or scanner?</i> | | | | |