



Clerical Strengths: Administrative Duties

Instructor: Note that these questions may require adjustment to fit the understanding of the student. The wording, 'how capable' may require adjustment, such as 'how well would I work in...' or 'how good would I be...' Moreover, actual experience is likely to change the student's perception and make it more valid.

Name:

Date:

	1 Not Good	2 Fair	3 Good	4 Super
1. How capable would I be working in an office?				
2. How capable would I be working with a copy machine?				
3. How capable would I be working with a postage machine?				
4. How capable would I be sorting and delivering mail in an office?				
5. How capable would I be filing hard copies of documents?				
6. How capable would I be sending out bulk mail in an office (100 to 500 pieces of mail at a time)?				
7. How capable would I be using the computer to enter data on spreadsheets and office records?				
8. How capable would I be processing invoices and orders and filing information on electronic files for billing, shipping and handling?				
9. How capable would I be sending out notices and information through email or a web site in an office?				
10. How capable would I be answering phones and directing calls?				
11. How capable would I be managing supplies and keeping an inventory of office materials and supplies?				
12. How capable would I be using a fax machine or scanner?				