

**Clerical Strengths: Administrative Duties (Modified Version)**

Instructor: To support comprehension, show either photos of the machine or materials, or show the actual machine or materials as you present each question. See page two for example photos. When providing this assessment after an office job experience, you may want to support recall by showing the student a photo of him/her engaged in this activity. Change the wording of questions as needed to fit the student.

Name:		Date:			
	1 Not Good	2 Fair	3 Good	4 Super	
1. How capable would I be working with a copy machine?					
2. How capable would I be working with a postage machine?					
3. How capable would I be sorting and delivering mail in an office?					
4. How capable would I be sending out bulk mail in an office (100 to 500 pieces of mail at a time)?					
5. How capable would I be processing invoices/orders and filing information on electronic files for billing, shipping and handling?					
6. How capable would I be managing supplies and keeping an inventory of office materials and supplies?					
7. How capable would I be using a fax machine or scanner?					
8. How capable would I be working with a copy machine?					
9. How capable would I be working with a postage machine?					
10. How capable would I be sorting and delivering mail in an office?					
11. How capable would I be sending out bulk mail in an office (100 to 500 pieces of mail at a time)?					
12. How capable would I be processing invoices/orders and filing information on electronic files for billing, shipping and handling?					





