

Clerical / Office Administration Strengths: Editing and Researching

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 and to consider his or her experiences in academic subject areas, especially when doing this for the first time and when the student has no direct work experience yet in this field.

	1 NOT AT ALL	2 MAYBE	3 YES	4 VERY MUCH
1) Do you think you would be good at preparing documents for publication by correcting errors and ensuring accuracy?				
2) Do you think you would be good at organizing written material so it follows a clear order?				
3) Do you think you would be good at making decisions about the content of a publication, editing for clarity, length and organization?				
4) Do you think you would be good at checking and correcting the spelling, grammar and sentence structure of a document?				
5) Do you think you would be able to make insertions and deletions in a document using the Track Changes program?				
6) Do you think you would be good at checking references in a publication to make sure they give accurate information about the article, book, or website referenced?				
7) Do you think you would be capable of thoroughly searching for information on particular subjects online?				

	1 NOT AT ALL	2 MAYBE	3 YES	4 VERY MUCH
8) Do you think you would be good at searching for and reading articles, books and other publications about a topic determined by an editor or administrator?				
9) Do you think you would be good at searching for information on particular subjects at a library or using an online library search engine?				
10) Do you think you would be good at recording the details of a resource such as the name of the publication, date of publication, author, editor, and page numbers?				
11) Do you think you would be able to keep organized files of information on the subject you are researching?				
12) Do you think you would be good at printing out articles or information on a printer or making copies of articles on a copy machine if needed?				
13) Do you think you would be good at making phone calls to get information or ask questions?				
14) Do you think you would be good at compiling research into a document or report to share with others?				
15) Do you think you would be capable of making decisions about whether the information you find is accurate?				