

Basic Math Test For Clerk Job

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Sample Clerical Skills Math Test. 1. Employees are awarded 10 days of personal time off (PTO) on January 1 of each year. Bill missed three days of work in February because of an illness and he took four days off to go on a trip during June. On October 1, Bill asks you how many PTO days he has left to use between the present time and December 31.

Sample Clerical Skills Math Test - cf.itkcdn.net

If you are planning on taking a job as a cashier then one thing you must know is how to treat clients and have some basic math knowledge. The quiz below is designed for someone who wishes to have a job as a cashier clerk. Do you believe you are qualified? Take up the test below and see if you need more practice on math.

Are You Ready To Be A Cashier? Career Trivia Quiz ...

An untimed math test that includes adding, subtracting, multiplying, dividing operations of whole numbers and decimals. 16-minute reading comprehension test that presents reading passages related to an industrial setting. 4-minute stock picking test. 84-question personality test.

Stock Clerk / Warehouse Worker Test | Resource Associates ...

Description. The Stock Clerk / Warehouse Worker Test identifies conscientiousness, detail orientation, orderly and hard working candidates. Before you invest the time and money to train a new employee, test your applicants for skills like: Reading. Math. Mundane Work Tolerance. Ability to Focus. Tenure.

Stock Clerk / Warehouse Worker Test - detail orientation ...

This is a simulation of a real pre-employment assessment test. This test consists of 12 basic math skills questions with a time limit of 5 minutes. Instructions: Please find pen, paper and a calculator to help you solve the mathematical questions. These items are essential in order to answer all questions within the given time limit.

Basic Math Skills Test - free aptitude tests at Aptitude ...

1. Write this number in words. 157802_____. 2. Round 36,993 to the nearest thousands_____. 3. Round 6.724 to the nearest hundredth_____. 4. 324 times 87_____. 5. 81.32 times 0.3214.

Basic Math Test

Printable Grammar, Proofreading and Math Tests LoveToKnow has created three free printable clerical skill assessments for you to download and use. Simply click the images below and download the printable clerical tests to use for practice - or to administer to applicants you are considering hiring.

Free Pre Employment Clerical Test | LoveToKnow

Test your math skills with this basic math practice test with addition, subtraction, division and multiplication problems. Whether you are studying for a school math exam or just looking to challenge your math skills, this test will help you assess your skill level. Grade Answers as You Go View 1 Question at a Time

Free Math Practice Tests - Addition, Subtractoin ...

Clerical Ability Test Clerical Ability tests assess most of the skills necessary to perform well in a clerical position. Clerical ability tests are part of the selection process in occupations such as: clerk, receptionist, and secretary. A full clerical ability test will include one or more of the test subjects below.

Clerical Ability Test - Aptitude-Test.com

proficiency test study guide (test for all paraprofessional candidates) secretarial/clerical sample test . sample filing test . sample list of commonly misspelled words . pronoun rules . verb/subject agreement rules sample memo format sample letter format

Sample Clerical & Proficiency Tests

For example, most tests include questions to assess your understanding of vocabulary and grammar. You will also be tested for basic mathematics skills. Many clerical tests measure your ability to memorize and remember information accurately.

ARCO MASTER THE CLERICAL EXAMS

General office clerks perform a variety of clerical tasks, including answering telephones, typing documents, and filing records. Do you think you are highly capable of getting that clerical job at the institution you have been dreaming of? Take up the test below and get to test out your clerical office skills while getting to learn some more. All the best!

A Clerical Office Skills Quiz! - ProProfs Quiz

Numerical Ability Test. This section of the test for clerical jobs measures your ability to use numbers in clerical and administrative contexts. You are required to show your smartness in using numbers in operations like calculating the bills, managing travel expenses, finding out the unit pricing of goods etc.

Sample Free Practice Clerical Test

As civil service professionals, clerical workers perform a variety of essential work duties in today's hectic office environments. Delivering basic office support, clerical workers assist with the key operational aspects of running an office – ensuring that its essential functions are managed smoothly and on a timely basis.

Civil Service Clerical Ability Test Practice & Free Sample ...

Amby's Clerical Test Prep Materials: Get ready for that test!!! Prepare for employment tests, Pre-Employment tests, temp agency assessments, civil service exams, etc.

Clerical Pre-Employment Test Practice - Amby

Standard Job-Based: Standard tests featuring a math section are designed to fit jobs such as Financial Analyst, Financial Assistant, Accountant, and Data Entry and Accounts Payable/Receivable Clerks.

Test Basic Math Skills | Employment Skills Tests | eSkill

Clerical Skills Tests. When you recruit candidates for office support positions such as administrative and executive assistants, office manager, data entry clerk or receptionist, you need to use hiring assessments to evaluate typing accuracy, grammar and spelling knowledge, basic math, computer proficiency, attention to detail, and multitasking. By creating clerical skills tests that test these skills and attributes you can screen hundreds or even thousands of applicants to determine which ...

Clerical Skills Tests | Hire Top Support Staff | eSkill

Employers that use Criteria's tests to evaluate applicants for clerical positions typically use the Criteria Basic Skills Test (CBST), sometimes pairing it with a personality test such as the Employee Personality Profile (EPP). The minimum educational requirement for clerical positions is typically a high school diploma or GED.

Aptitude Tests for Clerical Positions and Administrative ...

Get some math resources from your local bookstore or library. Refresh your basic math skills such as working with multiplication or percentages, estimating and reading tables. These are the math skills that are the foundation for other math-related tasks. Move on to more complex mathematics like algebra once you're confident with the basics.