

# Administrative Test Battery (ATB)

## Phase 1

In the first phase of the assessment process, the most qualified candidates will participate in the Administrative Test Battery. This is a computer-based test designed to assess the software proficiency of candidates for administrative positions.

The test may consist of any combination of the following professionally developed instruments where the qualified candidates will be asked to perform in a simulated environment that resembles the actual application:

1. **Microsoft Word.** Word is the word processing component of the Microsoft Office suite. The Word assessment measures the candidate's basic and intermediate experience in creating and managing document files, editing and sorting text, printing documents, using graphics and drawing objects, formatting text and document pages and creating hyperlinks. Candidates have 30 minutes to complete this section.
2. **Microsoft Excel.** Excel is the spreadsheet component of the Microsoft Office suite. This assessment measures the candidate's basic and intermediate experience in creating and managing worksheets, entering and managing data, inserting and modifying charts and performing calculations. Candidates have 30 minutes to complete this section.
3. **Microsoft PowerPoint.** PowerPoint is the presentation component of the Microsoft Office suite. The PowerPoint assessment measures the candidate's basic and intermediate experience in creating and managing presentations as well as inserting and modifying charts and animation. Candidates have 30 minutes to complete this section.
4. **Microsoft Access.** Access is the relational database management component of the Microsoft Office suite. The Access assessment measures the candidate's experience with: database concepts; database reports and queries; database tables and forms; Internet and Intranet use; and planning, optimization and troubleshooting. Candidates have 30 minutes to complete this section.

### ***Testing conditions***

This test battery may be administered either individually or in a group setting. Please be advised, these tests are scoring the proficiency of the traditional methods for using the software. Using toolbars and shortcuts could be counted as incorrect.

Please take the time prior to testing to review some of the traditional methods for using this software.

### ***Other considerations***

There are NO CALCULATORS allowed during testing. The testing administrator will provide all materials necessary for testing (i.e., pencils, scratch paper, etc.). Candidates will need to bring photo identification, such as a driver's license. Finally, be aware that candidates will not be permitted to eat, drink, use tobacco, or wear hats of any kind during testing.

### ***Notification process***

Candidates will be contacted by the recruiter to inform them if they will be moving to the next phase of the selection process. Recruiters do not have individual test scores, only the passing status of candidates. Please do not ask for feedback regarding your testing..

## Phase 2

Candidates selected to move to the next phase will participate in a series of three behavioral interviews. However, there may be other required phases depending upon position.

The candidate who performs best in the process will be offered the position.