



Please complete the assessment form and submit it along with your resume to careers@robinsonhillusa.com.

Name: .....

Date: .....

SKILLS:	RANK 1 (WEAK) - 10 (EXPERT)
Calendar and Email Management	_____
Business Communication	_____
Business Writing	_____
Google Suite, Email Campaigns, CRM (Hubspot, Salesforce, etc.)	_____
Microsoft Word	_____
Microsoft Power Point	_____
Microsoft Excel	_____
Lead Generation/Business Development	_____
Project Management Tools/Software (Define)	_____
Database Management	_____
Graphic Design	_____
Adobe Pro	_____
Computer Literacy (Windows)	_____
Computer Literacy (MAC)	_____
HR Administration	_____
Computer/IT Literacy/Troubleshooting	_____
Editing /Proofing/ Spelling	_____
English Vocabulary	_____
Office management (Procedures)	_____
Business Secretarial Skills(Telephone Etiquette, Teleconferencing)	_____
Office Management Typing, Attention to Details & Accuracy	_____
Records Information Management/Filing	_____
Community Social Media Management - Facebook, Blogging, Twitter, Skype	_____
Other Skills, please be specific	_____

## Sample Proofreading Test

Please mark and correct the errors in the sample memo below.

### MEMO

**DATE:** July 14 2012  
**TO:** Stephen Randall, General manager  
**FROM:** Leanne Ritter, Human Resource Manager  
**SUBJECT:** Report on Payroll Screw Up

As you know, a new human resource information system (HRIS) was implemented during June. Though the system was tested thoroughly prior to instrumentation, it seems that some payroll withholding data was not properly transferred to the new system. This resulted in incorrect deductions being withheld from some employees paychecks for the pay period ending June 29

The mistake occurred because the withholding table imported into the new system was not the most updated version. The only employee's affected are those whose tax withholdings or benefit program deductions changed during or after April 1 2012.

My assistant have calculated corrections manually and I have personally verified her work. We are confident that the error can be corrected on the next payroll. All affected employees have been notified of the error and informed that corrections will be made with the next payroll. Each person affected has been informed of the situation and invited to contact me with any questions or concerns prior to the end of the previous pay period.

I have personally verificationed that the outdated withholding table has been removed from the HRIS and insured that the correct version is in place. All withholding changes will be made directly in the new system moving forward, so the circumstances that led to this problem have been corrected. There should be no further problems of this nature.

## Sample Math Test

You may use a calculator

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. What is the answer?

**Bill still has \_\_\_\_\_ days available.**

2. You are responsible for making sure to keep half as many laser cartridges on hand as there are printers in your facility at all times to minimize the risk of ever being unable to replace an empty cartridge when a machine runs out of toner. Your company has 16 printers. When you are preparing the office supply order, you notice that there are 3 toner cartridges in the supply closet. How many toner cartridges do you need to order?

**You need to order \_\_\_\_\_ toner cartridges.**

3. A customer purchases 15 widgets that cost \$13 each. The applicable sales tax rate is 9 percent. What is the total cost of the customer's order?

**The total cost is \$\_\_\_\_\_.**

4. Employees at your company pay 2.4 percent of their weekly salary for long term disability insurance coverage. An employee who earns a weekly salary of \$575 asks you how much will be deducted from his pay each week if he purchases the coverage. What is the answer?

**The weekly cost is \$\_\_\_\_\_.**

5. Your company has 200 employees. You have received 180 responses to the company's employee satisfaction surveys. What percent of the workforce participated in the survey?

**Participation in the employee satisfaction survey was \_\_\_\_\_ percent.**