



Home of the 1996 Olympic Village

# Georgia Institute of Technology

## Applicant Testing Request

This form has been designed to provide hiring managers with the ability to specify the types of skills tests they wish to have administered to applicants. **In order for an employer to administer pre-employment testing, the test in question must be directly related to the position being filled.** When specifying a particular test, the hiring manager must be certain that the job holder will be required to demonstrate the skill being tested as a normal part of his or her job duties.

Job Information		
Title:	Department: Chemistry & Biochemistry	Job Code:
Department Contact: James Godard	Phone: 404-894-8223	Posting #:
Office Automation Testing		
Windows 95		
<input type="checkbox"/> Access 7.0	<input type="checkbox"/> Excel 7.0	<input type="checkbox"/> Power Point 7.0
<input type="checkbox"/> Word 97	<input type="checkbox"/> Excel 97	<input type="checkbox"/> Lotus 1-2-3 97
<input type="checkbox"/> Windows 95	<input type="checkbox"/> Word 7.0	<input type="checkbox"/> WordPerfect 7.0
Windows		
<input type="checkbox"/> AMI Pro 3.0	<input type="checkbox"/> Lotus 1-2-3 – 4.0	<input type="checkbox"/> Windows 3.1
<input type="checkbox"/> Excel 4.0	<input type="checkbox"/> Lotus 1-2-3 – 5.0	<input type="checkbox"/> Word 2.0
<input type="checkbox"/> Excel 5.0	<input type="checkbox"/> Quatro Pro 5.0	<input type="checkbox"/> Word 6.0
<input type="checkbox"/> WordPerfect 6.0	<input type="checkbox"/> WordPerfect 6.1	
Macintosh		
<input type="checkbox"/> Word 6.0	<input type="checkbox"/> Excel 5.0	
DOS		
<input type="checkbox"/> Lotus 1 2 3 – 3.4	<input type="checkbox"/> Word 6.0	<input type="checkbox"/> WordPerfect 5.1
		<input type="checkbox"/> WordPerfect 6.0
Secretarial/Clerical		
Speed Typing: CWMP <input type="checkbox"/> 30 <input type="checkbox"/> 35 <input type="checkbox"/> 40 <input type="checkbox"/> 45 <input type="checkbox"/> 50 <input checked="" type="checkbox"/> 60		
<input type="checkbox"/> Statistical Typing	<input type="checkbox"/> Letter Form	<input type="checkbox"/> Categorizing & Classifying
<input type="checkbox"/> Editing & Proofing	<input type="checkbox"/> Filing Names	<input type="checkbox"/> Filing Numbers
		<input type="checkbox"/> Sorting & Coding
Data Entry		
<input type="checkbox"/> Standard Alphanumeric	<input type="checkbox"/> Standard Numeric	<input type="checkbox"/> Standard Ten Key