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better prepared for
your own assessment
test.

Clerical Ability Test - Aptitude-Test.com

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

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during June. On October 1, Bill asks you how many PTO days he has left to use between the present time and December 31.

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You may remember the old term “story problems” from your early school years. Well, that’s what these are. But now, instead of being a separate

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part of a math test, they are the test. Instead of simply saying “ $48 + 21 = \underline{\quad}$ ”, today’s math questions almost always start with a “story” of some sort. For this one—a really easy ...

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questions with a time
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About the Test: The
Stock Clerk /

Warehouse Worker

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Test consists of four parts: 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

**Stock Clerk /
Warehouse Worker**

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**Test - detail
orientation ...**

About the Test: This test consists four parts: 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

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**Stock Clerk /
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Test | Resource
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employees might face. It's not a sufficient exam for accounting or bookkeeping positions, but can help you make sure that you - or the person you are considering hiring - is ready for basic office situations requiring math.

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Basic Math Test For
Clerk Clerical ability

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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. We suggest practicing all subjects to get

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Depending on the responsibilities, customer service skills,

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basic computer skills, and comfort with math may also be considered. 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) .

Aptitude Tests for
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**Clerical Positions
and Administrative**

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box. The test can be
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After the test is
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