

Applicant Testing Request Form

NAU ID# _____

Applicant Name _____

Job Title _____

Job Vacancy # _____

Department Contact _____

Department Phone # _____

Department name & Box # _____

Please set up an appointment with the Solution center at 523-1511 to complete your testing.

Tests to be taken:

- Typing Test**
- Microsoft Excel 2000 Normal User**-Normal User Tests are appropriate for testing skills at a standard level. All questions pertain to commonly used functions
- Microsoft Excel 2000 Power User**-Power user tests are appropriate for testing advanced skills of a test taker and should be evaluated separately from a Normal User test. Power User tests should only be given when you want to concentrate on advanced skills.
- Microsoft Excel 2000 Whole Test**-Combines both Normal and power user tests.
- Microsoft Office 95 and 97 Integration**-Combines Word, Excel, and PowerPoint. Requires test takers to manipulate data between programs.
- Microsoft Outlook 2000**
- Microsoft PowerPoint 2000**
- Windows 2000, 95, and 98**
- Microsoft Word Normal Uses**-Measure basic, intermediate and advanced skills each. Normal User Tests are appropriate for testing skills at a standard level. All questions pertain to commonly used functions.
- Microsoft Word Power User**-Power user tests are appropriate for testing advanced skills of a test taker and should be evaluated separately from a Normal User test. Power User tests should only be given when you want to concentrate on advanced skills.
- Microsoft Word Whole Test**-Combines both Normal and power user tests.