



Human Resource Services

Skills Testing Score

Person Conducting Test: Proofread name, social security number, and testing scores for accuracy **before** you sign and submit this document for inclusion in the database.

Computer Number: 1 2 3 4 5

Identification Checked: Yes No

Name: _____

Date: _____

Social Security Number: _____

Print Name (Person Conducting Test) _____

One-Minute Typing Test:	wpm
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Primary Skills

Categorizing and Classifying:	Following Written Instructions:	Reasoning:
Editing and Proofing:	Forms Checking:	Sorting and Coding:
Filing Names:	Math:	Visual Speed and Accuracy:
Filing Numbers:	Math Word Problems:	Vocabulary:

Software Skills (MS Office, Operating System, Other Applications)

MS Word	MS Excel	PowerPoint	Access	Windows
Basic.	Basic.	Basic.	Basic.	Basic.
Intermediate:	Intermediate:	Intermediate:	Intermediate:	Intermediate:
Advanced:	Advanced:	Advanced:	Advanced:	Advanced:
Overall:	Overall:	Overall:	Overall:	Overall:

Accounting Skills

Acct Payable	Acct Receivable	Bookkeeping	Gen Accounting	Payroll
Fundamental:	Fundamental:	Fundamental:	Fundamental:	Fundamental:
Advanced:	Advanced:	Advanced:	Advanced:	Advanced:
Overall:	Overall:	Overall:	Overall:	Overall:

Test scores are for the sole use of Sacramento City Unified School District (SCUSD) and are not to be shared or accepted as valid test scores with any other district, agency, or employer. SCUSD reserves the right to maintain all official test scores.