

TEST PLAN

DATA ENTRY OPERATOR - #0501

1. Minimum Qualifications Screening
2. Agencies may:
 - develop test questions and criteria at the time of recruitment, or
 - use the core T&E test that has been developed on:
 - A. Data Entry Knowledge 60%
 - B. Accuracy and Speed 20%
 - C. Production Levels 20%
100%
3. Those ranking highest on the above test will be invited to an interview. During the interview, a 10-minute data entry test designed to assess the applicant's speed and accuracy may be included.
4. If you are hired, certain knowledge and skills will be assessed during your trial service period.

MINIMUM QUALIFICATIONS

- three months of full-time experience in data entry or word processing. Experience should include operating electronic data entry or word processing equipment to input information from source documents; **AND**
- a typing speed of at least 45 words per minute.

Completion of an established data entry training course using electronic data entry equipment may be substituted for up to three months of experience.