

TEST PLAN

OFFICE MANAGER 2 - #0806

1. Minimum Qualifications Screening
2. Test questions and criteria will be decided at time of recruitment by the hiring agency.
3. Those ranking highest on the test will be invited to participate in the next phase of the selection process.
4. If you are hired, certain knowledge and skills will be assessed during your trial service period.

MINIMUM QUALIFICATIONS

- one year of experience as a supervisor of clerical, secretarial, or office support staff which included hiring or recommending hiring; training; assigning and reviewing work; preparing performance evaluations; and handling disciplinary actions.