Office Management (U.S.)

Assessment Fact Sheet

Overview	
	The Office Management (U.S.) test measures a candidate's ability to manage a business office. This test is designed for professionals.
	Job Family/Title	Office Manager/HR Personnel

Details		
	Average Testing Time (minutes)	17 minutes
	Allowed Time (minutes)	90 minutes
	Maximum Number of Questions	30 questions
	Number of Sittings	One
	Designed for Unproctored Environment	Yes
	Question Format	Multiple Choice - Adaptive
	Product Category	Admin-Clerical

Knowledge, Skills, Abilities and Competencies Measured

Measures knowledge ability to manage a business office. The following areas are covered:

- Interpersonal Communication
- Administration
- Organization
- Clerical
- Technology
- Human Resources
- Finance
- Training and Development
- Facility Management