

Test Batteries by Job Family

| Institutional Testing | | | |
|--|--|---|-------------------------------|
| Job Family | Job Titles | Test Battery | Computer Battery Time* |
| Administrative/ Secretarial | <ul style="list-style-type: none"> • Administrative Assistant • Executive Assistant • Legal Secretary • Secretary • Senior Administrative Assistant • Senior Secretary | <ul style="list-style-type: none"> • Corrective Proofreading • Microsoft Word ----- • Filing Names (onsite) • Microsoft PowerPoint (onsite) | 35 min (onsite) |
| Artists | <ul style="list-style-type: none"> • Artist III | <ul style="list-style-type: none"> • Editing and Proofing • Following Written Instructions • Forms Checking • Visual Speed and Accuracy | 35 min |
| Business/ Accounting | <ul style="list-style-type: none"> • Accounting Clerk • Buyer • PBS Associate • PBS Assistant • Work Control Coordinator | <ul style="list-style-type: none"> • Categorizing and Classifying • Editing and Proofing • Following Written Instructions • Forms Checking | 35 min |
| Clerical | <ul style="list-style-type: none"> • Administrative Clerk • Clerk • Health Information Management Associate • Health Information Management Specialist • Lead Clerk • Medication Entry Coordinator • Senior Administrative Clerk • Senior Clerk • Senior Health Information Management Specialist | <ul style="list-style-type: none"> • Filing Names • Following Written Instructions • Forms Checking • Visual Speed and Accuracy | 30 min |
| Data Entry | <ul style="list-style-type: none"> • Data Entry Operator • Senior Data Entry Operator | <ul style="list-style-type: none"> • Following Written Instructions • Forms Checking • Sorting and Coding • Data Entry Computer Test | 45 min |
| Dispatcher | <ul style="list-style-type: none"> • Dispatcher / Police Dispatcher | <ul style="list-style-type: none"> • Editing and Proofing • Filing Names • Data Entry Computer Test | 1 hr |
| Medical Transcriptionist | <ul style="list-style-type: none"> • Medical Transcriptionist | <ul style="list-style-type: none"> • Editing and Proofing • Forms Checking • Transcription test | 25 min |
| Pharmacy/ Medical | <ul style="list-style-type: none"> • Medical Technician I • Pharmacy Technician • Pharmacy Technician Trainee | <ul style="list-style-type: none"> • Filing Numbers • Following Written Instructions • Forms Checking • Math Word Problems • Visual Speed and Accuracy | 40 min |

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| Public/Patient Contact | <ul style="list-style-type: none"> • Coordinator, Patient Services • Coordinator, Perioperative Services • HR Service Center Tech • Information Representative • Lead, Front Desk Services • Patient Access Specialist • Patient Services Representative • Receptionist • Room Service Assistant • Senior HR Service Center Tech • Senior Welcome Center Attendant • Welcome Center Attendant | <ul style="list-style-type: none"> • Categorizing and Classifying • Following Written Instructions • Forms Checking • Visual Speed and Accuracy | 35 min |
| Security | <ul style="list-style-type: none"> • Guard, University Police • Senior Guard, University Police | <ul style="list-style-type: none"> • Workplace Attitude and Behavior Inventory | 1 hr |
| Surgery | <ul style="list-style-type: none"> • Surgery Schedulers | <ul style="list-style-type: none"> • Surgery Spelling • Visual Speed and Accuracy • Surgery Terminology | 1 hr |
| Departmental Testing | | | |
| Building and Dining Services | <ul style="list-style-type: none"> • Building Attendants I and II • Cooks I, II, III • Assistant Chief Cook • Room Service Expediter • Catering Assistant • Foodservice Workers I and II | <i>Department specific, validated by Human Resources**</i> | 15 min |
| Patient Billing Services | <ul style="list-style-type: none"> • PBS Specialist | <i>Department specific, validated by Human Resources**</i> | 30 min |
| Protocol Research | <ul style="list-style-type: none"> • Research Regulations Specialist (Editor Position Description) | <i>Department specific, validated by Human Resources**</i> | 1 hr |
| Public Affairs | <ul style="list-style-type: none"> • Student Extern • Communications Assistant • Communications Specialist • Sr. Communications Specialist • Program Manager • Health Education Specialist • Sr. Health Education Specialist • Oncology Educator • Health Information Specialist • Supervisor, Health Info. Services | <i>Department specific, validated by Human Resources**</i> | 30 min |
| Rsch Educ. & Reg. Mgmt and Institutional Compliance | <ul style="list-style-type: none"> • Clinical Research Monitor • Senior Clinical Research Monitor • Clinical Trials Monitor • Supervisor, IND Monitoring | <i>Department specific, validated by Human Resources**</i> | 1 hr 30 min |

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| | Services <ul style="list-style-type: none"> • Research Compliance Auditor | | |
| Scientific Publications | <ul style="list-style-type: none"> • Assistant Scientific Editor • Associate Scientific Editor • Manager, Scientific Publications • Scientific Editor | <i>Department specific, validated by Human Resources**</i> | NA |

*Test battery times include an estimate as to how long most candidates will take to read the instructions.

** Departmental testing is only permitted after going through the validation process with assistance of Human Resources.

10/13/08