# Computer Skills Assessment

|  |  |
| --- | --- |
| Applicant's Name: |  |
| Job That Was Applied For: |  |
| Who Conducted the Assessment? |  |
| Computer Used: |  | Date of Assessment: |  |
| Computer Programs Used: |  |

|  |  |  |
| --- | --- | --- |
| **Skill Tested** | **Result** | **Comments** |
| When turning the computer on, did the applicant appear to be at ease with the machine? | Yes |  |
| Was the applicant easily able to locate and open the requested programs? | Yes | The applicant was able to open the program I requested. The applicant also told me that it wasn't a familiar program. Despite being unfamiliar with the program, the applicant quickly learned how to use it. I was impressed. |
| Was the applicant’s typing speed sufficient? | Yes |  |
| Was the applicant’s typing free of errors? | No | Some errors were made, but the applicant was very good about double checking completed work and correcting the mistakes. I suspect that the applicant will make fewer errors once familiarity with the programs this office uses is gained. |
| Was the applicant able to accurately create a pseudo file for a patient? | Yes | Yes, and I was impressed by how quickly the applicant completed the task. |
| Did the applicant have a strong knowledge of the medical terminology used to complete the electronic medical files? | Yes | I was surprised by how fluent the applicant was when it came to medical terminology. |
| Was the applicant diligent about saving complete work? | Yes | The applicant clicked save every three minutes. |

**Copyright information - Please read**

© This [**Free Microsoft Office Template**](http://www.hloom.com/more/) is the copyright of Hloom.com. You can download and modify this template for your own personal use. You can (and should!) remove this copyright notice ([click here to see how](http://www.hloom.com/resumes/how-to-format-word/)) before customizing the template.

You may not distribute or resell this template, or its derivatives, and you may not make it available on other websites without our prior permission. All sharing of this template must be done using a link to <http://www.hloom.com/>. For any questions relating to the use of this template please email us - info@hloom.com