# Computer Skills Assessment

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| --- | --- | --- | --- | --- | --- | --- |
| 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. |

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