

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 2119

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PROCEDURE TITLE: Assessment of Prospective Clerical/Secretarial Employees

STATUTORY REFERENCE: FLORIDA STATUTE 1001.64

BASED ON POLICY: II-2 All Personnel: Personnel Actions and Levels of Appeals

EFFECTIVE DATE: October 25, 1976

LAST REVISION DATE: January 18, 2005

LAST REVIEW DATE: January 18, 2005


I. PURPOSE

To provide for assessment of prospective clerical and secretarial employees.

II. PROCEDURE

All applicants interviewed by the hiring supervisors must complete the keyboarding assessment. The applicant will arrange appointment through the Testing Department for the clerical position to which the candidate has applied. The applicant is responsible for providing the results to the interviewer.

Keyboarding assessment is administered by designated campus Testing Departments. Assessment results for applicants are valid for two (2) years from the date the assessment is taken. At a minimum, the applicant must demonstrate an ability to keyboard 40 words per minute (adjusted gross).

	
	1/18/05
PRESIDENT	DATE