

## Test Administrative Assistant Skills and Traits to Avoid Hiring Candidates Who:

- Struggle to manage multiple tasks
- Aren't adaptable to different types of tasks
- Are unable to work well within a team
- Frequently miss work
- Have poor work ethic
- Are under-trained using critical software
- Lack the necessary vocabulary and hard skills



# Sample Testing For Administrative Assistants

**United States Civil Service  
Commission**



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