

Sample Clerical Skills Math Test

1. Employees are awarded 10 days of personal time off (PTO) on January 1 of each year. Bill missed three days of work in February because of an illness and he took four days off to go on a trip during June. On October 1, Bill asks you how many PTO days he has left to use between the present time and December 31. What is the answer?

Bill still has _____ days available.

2. You are responsible for making sure to keep half as many laser cartridges on hand as there are printers in your facility at all times to minimize the risk of ever being unable to replace an empty cartridge when a machine runs out of toner. Your company has 16 printers. When you are preparing the office supply order, you notice that there are 3 toner cartridges in the supply closet. How many toner cartridges do you need to order?

You need to order _____ toner cartridges.

3. A customer purchases 15 widgets that cost \$13 each. The applicable sales tax rate is 9 percent. What is the total cost of the customer's order?

The total cost is \$_____.

4. Employees at your company pay 2.4 percent of their weekly salary for long term disability insurance coverage. An employee who earns a weekly salary of \$575 asks you how much will be deducted from his pay each week if he purchases the coverage. What is the answer?

The weekly cost is \$_____.

5. Your company has 200 employees. You have received 180 responses to the company's employee satisfaction surveys. What percent of the workforce participated in the survey?

Participation in the employee satisfaction survey was _____ percent.

Key for Sample Clerical Skills Math Test

1. - 3 days

2. - 5 cartridges

3. - \$212.55

5. - \$13.80

6. - 90 percent