

Tech Skills Assessment



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Templates &
Resources:

 [Tech Assessment Folder](#)
 [Creating a Folder and Documents](#)

INSTRUCTIONS

Hi there! This tech assessment is designed to demonstrate your ability to follow instructions while indicating your comfort level with the tools we use every day, especially Google Workspace.

You'll be completing a few simple tasks **while screen recording your process**. It should take about 15-20 minutes, and you can use your own free Google account for everything. If you don't currently have a Google account, you can create one for free and then delete when done!

In this Assessment, you'll demonstrate your ability to:

- Work within **Google Drive** by making and organizing copies of documents
- Carefully follow a **written SOP** (Standard Operating Procedure)
- Pay attention to detail and clarity

Please read through this entire assessment before you begin. When you have completed your screen recording, grab a viewable link to include with your Application Form.

ASSESSMENT

Screen record yourself completing the following:

1. Complete an Internet Speed Test.

- a. Go to speedtest.net, click “go,” and wait for it to complete.

2. Follow the Creating a Folder and Documents SOP.

- a. Review the Tech Assessment Folder linked in the Templates & Resources section at the top of this document. This folder includes:
 - i. A subfolder called **Sample Documents**
 - ii. A sample SOP called Creating a Folder and Documents
- b. Complete each step in the Sample SOP.



www.8thandpoppy.com
people.ops@8thandpoppy.com