Pre-Assessment

1. Business continuity is also called \_\_\_\_\_\_\_.
2. Business strength
3. Business continuance
4. Business conformity
5. Business combination
6. What is not an example of a risk?
7. Weather
8. IT
9. Sabotage
10. Functions
11. What is the first step in creating an administrative binder?
12. Choose a binder
13. Interview employees
14. Read job descriptions
15. None of the above
16. Which of the following is not a resource?
17. Contact list
18. Checklist
19. Job descriptions
20. Planning locations
21. What is Not a method of feedback?
22. Tracking tasks
23. Survey
24. Meetings
25. Evaluations
26. When should tasks be recorded?
27. As they happen
28. By the end of the day
29. Each morning
30. It does not matter
31. Instructions should be \_\_\_\_\_\_.
32. Long explanations
33. Exploratory
34. Short commands
35. Requests
36. What makes procedures easier to follow?
37. Bullets
38. Paragraphs
39. Tabs
40. All of the above
41. What should be used in business writing?
42. Passive voice
43. Subjunctive
44. Active voice
45. All of the above
46. What is not a strategy of effective time management?
47. Make a schedule
48. Reviews
49. Prioritize tasks
50. Delegate
51. What is costly?
52. Employee absence
53. Policies
54. Procedures
55. Everything
56. What should be addressed with absences?
57. Job description
58. Nothing
59. Timing
60. Punctuality
61. The table of contents is based on which of the following?
62. Procedures
63. Steps
64. Organization
65. Sections
66. What needs to be listed before the binder can be organized?
67. Updates
68. Procedures
69. Sections
70. None of the above
71. Where should passwords be stored?
72. Separate folder
73. Binder
74. In the desk
75. On the desk
76. What is not an example of confidential information?
77. Date of birth
78. Social security
79. Credit card information
80. Accounting procedures
81. Why ask a superior to review the guide?
82. Find gaps
83. Give ideas
84. Change plans
85. You would not ask
86. How many times should you review the binder with your supervisor?
87. 3 times
88. 2 times
89. 5 times
90. Until you are both satisfied
91. How long should a meeting be to explain the binder?
92. 1 hour
93. 2 hours
94. 2 days
95. 8 hours
96. What is the most important factor in creating consistency?
97. Binder
98. Engagement
99. Example
100. Employee buy-in

Answers

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