



Filing Skills

Developed By J. M. Linder, Ph.D.

Name (Please Print)			SCORE
Last First Middle Initial			
Date			

Below are 20 questions that measure how rapidly and accurately you can file names, numbers and dates. You are to circle a **checkmark** in the box that best describes the location where you would file the underlined name, number or date. Names should be filed by last name. Examine the sample item in the right column.

You will have 8 minutes to answer as many items as you can.

Sample Item:

Jessie Madison

☐ John Mack ☒ Sandra Martin ☐ Laura Miller ☐ Scott Morley

Notice that the name **Jessie Madison** should be filed after **John Mack** but before **Sandra Martin**. Therefore, the **X** should be placed under **Mack** and **Martin**.

STOP. DO NOT BEGIN UNTIL YOU ARE INSTRUCTED TO DO SO.

- Christopher Fleming
☐ Rick Fleming ☐ Sue Flanagan ☐ Tom Fornell ☐ Carl Farnell
- 473-1258
☐ 447-1248 ☐ 467-1260 ☐ 467-1252 ☐ 477-1254
- Nicholas Brodski
☐ Barbara Bogen ☐ Mark Bond ☐ Stan Broadfoot ☐ Mary Burns
- 05/22/96
☐ 07/27/96 ☐ 07/17/96 ☐ 06/04/96 ☐ 06/18/97
- Kimberly DeLeon
☐ Cindy DeLong ☐ Marty Green ☐ Tim Dool ☐ Stephen Drey
- 255-81-2052
☐ 255-75-7921 ☐ 257-81-8324 ☐ 271-04-3725 ☐ 271-25-1256
- Brant Jones
☐ Beverly Jones ☐ Bob Jones ☐ Brian Jones ☐ Christine Jones
- 4365-1823
☐ 4365-1734 ☐ 4365-1827 ☐ 4365-1821 ☐ 4365-1837
- Edward Rosado
☐ Leo Rosado ☐ Donna Flewman ☐ Arlene Rosado ☐ Diane Rose
- 04/22/94
☐ 10/31/93 ☐ 03/25/94 ☐ 05/01/94 ☐ 11/17/94
- Joseph Parks
☐ John Parks ☐ Judith Parks ☐ June Parks ☐ Justin Parks
- 126-80-1121
☐ 126-80-2100 ☐ 126-80-3001 ☐ 126-81-0001 ☐ 126-81-0100
- Brad Lander
☐ Alice Landy ☐ Dave Lefstein ☐ Andrew Lander ☐ Richard Leon
- 15679324
☐ 15679119 ☐ 15679321 ☐ 15679424 ☐ 15679500
- Bert Campbell
☐ Tim Calhoun ☐ Beth Campbell ☐ Shane Cassie ☐ Jim Castle
- May 5, 1994
☐ Feb. 7, 1994 ☐ April 11, 1994 ☐ July 26, 1994 ☐ Sept. 3, 1994
- Ava Johnson
☐ Ade Johnson ☐ Andy Johnston ☐ Aaron Jones ☐ Alvin Jones
- 02-09-87
☐ 01-01-94 ☐ 05-07-95 ☐ 01-09-96 ☐ 01-19-87
- Constance Stillman
☐ Jeff Seal ☐ Dawn Bell ☐ Corvle Stillman ☐ Jack Sullivan
- 542-20123
☐ 541-00045 ☐ 542-01000 ☐ 542-98258 ☐ 543-11011

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