

Hello! I'm Alex Morgan, and I'll be conducting your Excel skills assessment today. We'll go through a series of four questions to evaluate your expertise.

Before we dive into the technical questions, I'd like to get to know a bit about your background. Could you please share the following details with me?

- Your full name
- Your current role or job title
- How many years of experience you have with Excel
- The industry you work in
- Any relevant qualifications, certifications, or specialized skills you possess

This information will help tailor the interview to your experience level.



Hey This is Rahul Sharma a recent Btech grad in BBA looking for entry level jobs in excel related filed I have strong understanding of excel but no real world experience yet

Thank you for sharing, Rahul! Just to summarize, you're a recent BBA graduate with a strong understanding of Excel but no real-world experience yet. Before we move on, could you confirm if you have any specific certifications or specialized skills related to Excel?



Send a message...



I am a beginner in excel skills and have no certifications

Great, thanks for clarifying, Rahul. Let's get started with the interview. I'll select a suitable question to begin. Give me a moment.



Alex has a question for you!

Ready to continue the interview



Here's your first question:

How would you calculate the sum of values in cells A1 through A10? Please explain the formula you would use.

Feel free to ask if you need any clarification or hints!



Use `=SUM(A1:A10)` in Excel. This formula adds all values in cells A1 to A10.



Alex has reviewed your answer!

Feedback is ready for you

Great job, Rahul! You've correctly identified the SUM function as the appropriate tool for adding values across a range of cells. Your explanation was clear and accurate. Keep

Send a message...



Let's move on to the next question. I'll select it now.



Alex has a question for you!

Ready to continue the interview



Here's your next question:

You have a table with employee names in column A and their salaries in column B (rows 2-100). How would you find the salary of a specific employee using their name?

Let me know if you need any hints or clarification!

Use `=VLOOKUP("EmployeeName", A2:B100, 2, FALSE)` in Excel. Replace "EmployeeName" with the specific employee's name. This formula searches for the name in column A and returns the corresponding salary from column B. The FALSE parameter ensures an exact match.



Alex has reviewed your answer!

Feedback is ready for you

Your response is spot on, Rahul! Using the VLOOKUP function with an exact match is the right approach to find the salary of a specific employee. It's great to see you are comfortable with lookup operations.



Send a message...



Let's proceed to the next question. I'll select it now.



Alex has a question for you!

Ready to continue the interview



Here's your next question:

How would you create a formula that shows "Pass" if a student's score is 60 or above, and "Fail" if below 60?

If you need any hints or clarification, feel free to ask!

Use `=IF(A1>=60, "Pass", "Fail")` in Excel. Replace A1 with the cell containing the student's score. This formula checks if the score is 60 or higher and returns "Pass"; otherwise, it returns "Fail".



Alex has reviewed your answer!

Feedback is ready for you

You've nailed it, Rahul! Using the IF function to assess whether a student's score meets the passing threshold is exactly right. You've demonstrated a good understanding of Excel's conditional logic. Well done!



Send a message...





Alex has reviewed your answer!

Feedback is ready for you

You've answered perfectly, Rahul! Using the SUMIF function to sum the sales for "Product A" is exactly right. You've shown a strong understanding of Excel functions throughout this interview.

Now, I'll summarize our interview and provide a comprehensive feedback report. Please hold on.



Alex has finished your assessment - see your report below!

Assessment Report for Rahul Sharma

Candidate Information:

- **Name:** Rahul Sharma
- **Role:** BBA Graduate
- **Experience:** Beginner
- **Background:** Business Administration
- **Qualifications:** Proficient in basic and intermediate Excel functions



Overall Performance Rating: 6/10 **Skill Level Classification:** Intermediate

Send a message...



- **Background:** Business Administration
- **Qualifications:** Proficient in basic and intermediate Excel functions

Overall Performance Rating: 6/10 **Skill Level Classification:** Intermediate

Technical Skills Ratings:

- **Formulas:** 3/5
- **Functions:** 3/5
- **Data Analysis:** 2/5
- **Best Practices:** 2/5

Communication Skills: 3/5

Performance Summary: Rahul has a good foundation in basic and intermediate Excel functions and demonstrates potential for growth with more practice.

Strengths:

- Strong understanding of basic functions like SUM
- Effective use of intermediate functions like VLOOKUP and IF
- Good grasp of conditional and lookup functionalities



Improvement Areas:

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