

# Following Instructions

## Assessment Fact Sheet

### Overview

The Following Instructions test measures a candidate's ability to follow detailed instructions, and then select the correct course of action. Candidates are presented with a set of rules and choose the appropriate response for various situations based on these rules.

### Details

Allowed Time (minutes)	8 minutes. Candidate not expected to complete all questions
Number of Questions	40 questions
Number of Sitzings	One
Designed for Unproctored Environment	Yes
Question Format	Multiple choice
Product Category	Qwiz Primary Skills

### Knowledge, Skills, Abilities and Competencies Measured

Measures the ability to follow detailed instructions.

### Example Questions

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Office Calendar Legend:  
Dates in blue are paid holidays.  
Dates that are bold are paydays.  
Saturdays and Sundays are weekend days.  
All days except paid holidays and weekend days are workdays.

Which day of the week is a paid holiday?

a) ☐ Friday  
b) ☐ Tuesday  
c) ☐ Thursday  
d) ☐ Wednesday

**I-785 Southbound.** Travel south on I-785 and exit at Airport Parkway, exit 2. Turn left at the end of the ramp, and then follow the signs to the Atlanta International Airport.

**I-65/I-55 Southbound.** Travel south on I-55/I-65 and exit at Atlanta Airport, exit 142. Travel on I-65 S approximately 2 miles, and then take exit 53, Airport Parkway/Montgomery. Follow the signs to the Atlanta International Airport.

**I-65 Northbound.** Travel north on I-65 and exit at Southdale Road, exit 71. Follow the signs to the Atlanta International Airport.

**I-55 Northbound.** Travel north on I-55 and exit at I-785 W, exit 238B. Travel west on I-785 approximately 5 miles, and then take exit 61, Atlanta Airport. Follow the signs to the Atlanta International Airport.

**I-25 Eastbound.** Travel east on I-25 and exit at I-785 S, exit 51A. Follow the I-785 Southbound directions.

If traveling south on I-785, which exit leads to the Atlanta International Airport?

a) ☐ 2, Airport Parkway  
b) ☐ 61, Atlanta Airport  
c) ☐ 71, Southdale Road  
d) ☐ 53, Airport Parkway/Montgomery

Purchase orders are filed according to amount and company name using the system below. All closed purchase orders have a \$0 balance. Company names that begin with a number are filed in drawer 2 or 4 according to the purchase order amount.

Amount	Name	Drawer
\$0	A-Z	1
\$0.01 - \$5000	A-M	2
\$0.01 - \$5000	N-Z	3
\$5000.01 - up	A-M	4
\$5000.01 - up	N-Z	5

Which purchase order is filed in drawer 4?

a) ☐ Motorcorp - \$5000  
b) ☐ Sterling Systems - \$6000  
c) ☐ Keller Industries - \$5000  
d) ☐ Multiplex Warehouse - \$6000

**Office Hour Rules**

Glen Ridge employees work 7am-3pm, 9am-5pm, 10am-6pm, or telecommute. Office hours are determined according to the conditions listed below.

- All sales employees must work 9am-5pm unless conducting a sales call at a client's office.
- A sales employee conducting a sales call at a client's office telecommutes.
- All accounting employees work 9am-5pm except the collection manager who works 7am-3pm.
- Production employees work 10am-6pm.
- Any employee not previously mentioned works 9am-5pm.

What time should David, an accounting clerk, start work?

a) ☐ 7am  
b) ☐ 9am  
c) ☐ 10am  
d) ☐ 12pm

## Example Reports

<b>Score Summary: 3.3 -- Percentile: 10</b>				
Total Number of Questions:	40			
Number Correct:	15			
Number Incorrect:	25			
Number left Blank:	0			
<b>Score Comparison:</b>				
<b>Company Wide Comparison:</b>		<b>1 Scores.</b>		
	Average	High	Low	
Score	3.3	3.3	3.3	
Time (mm:ss)	00:22	00:22	00:22	
<b>System Wide Comparison:</b>		<b>15596 Scores.</b>		
	Average	High	Low	
Score	9.6	28.7	0.0	
Time (mm:ss)	03:58	04:00	00:22	
<b>Time Summary:</b>				
Time Taken (mm:ss):	00:22			
Started on:	12/20/03 11:32 PM			
Completed on:	12/20/03 11:33 PM			
<b>Analysis By Job Skill:</b>				
Understanding Tables and Legends	0 of 7 Correct (0%)			
Following Rules	3 of 8 Correct (38%)			
Filing	4 of 11 Correct (36%)			
Understanding Driving Directions	4 of 7 Correct (57%)			
Following Guidelines	4 of 7 Correct (57%)			