

SAMPLE OF UNITED NATIONS ADMINISTRATIVE SUPPORT ASSESSMENT TEST

This test contains six subtests. A brief description of each subtest follows:

1. PROOFREADING

Your task will consist in checking that the information contained in **table X** has been correctly copied to produce **table Y**:

- If the line copied is perfectly correct, put an X in the space provided in **ANSWERS column A**
- If there is **ONE** mistake or omission that has been introduced in table Y, put an X in the space provided in **ANSWERS column B**
- If two or more mistakes or omissions have been introduced in table Y, put an X in the space provided under **ANSWERS column C**

TABLE X			TABLE Y			ANSWERS		
NAME	FUNCTION	ID NUMBER	NAME	FUNCTION	ID NUMBER	A	B	C
HASSAN H.R.	Lawyer	674229	HASSAN H.R.	Lawyer	674229	X		
PLACCA V.A.	Messenger	149233	PLACCA V.A.	Messenger	149223		X	
DOSSA A.N.	Cashier	153124	DOSSA A,N.	Cashir	153124			X

2. FILING

Your task is to select the number of the correct drawer in which to place the person's individual file identified by name.

WOMEN				MEN			
DRAWER NUMBER	ENGLISH	DRAWER NUMBER	OTHER LANGUAGES	DRAWER NUMBER	ENGLISH	DRAWER NUMBER	OTHER LANGUAGES
1	AA-CK	5	AA-CK	9	AA-CK	13	AA-CK
2	CL-IM	6	CL-IM	10	CL-IM	14	CL-IM
3	IN-MO	7	IN-MO	11	IN-MO	15	IN-MO
4	MP-ZZ	8	MP-ZZ	12	MP-ZZ	16	MP-ZZ

	NAME	LANGUAGE	DRAWER NUMBER
Example :	Mr. Joe KANDIL	English	11
	Mrs. Lisa GRAY	Chinese	6

3. **SORTING**

Your task will consist of sorting pairs of patterns.

Each pattern consists of an acronym, i.e., acronym: EBC and a shape, i.e.,

Therefore, a pattern is

Each pair contains two patterns.

Example of a pair of patterns:

Your task is to sort the pairs of patterns according to the guidelines given below:

GUIDELINES

- Bin 1:** Same acronym but different shapes.
- Bin 2:** Different acronyms but same shape.
- Bin 3:** Different acronyms and different shapes.
- Bin 4:** Same acronym and same shape.

BIN NO.

- Example:** → 1
- 2

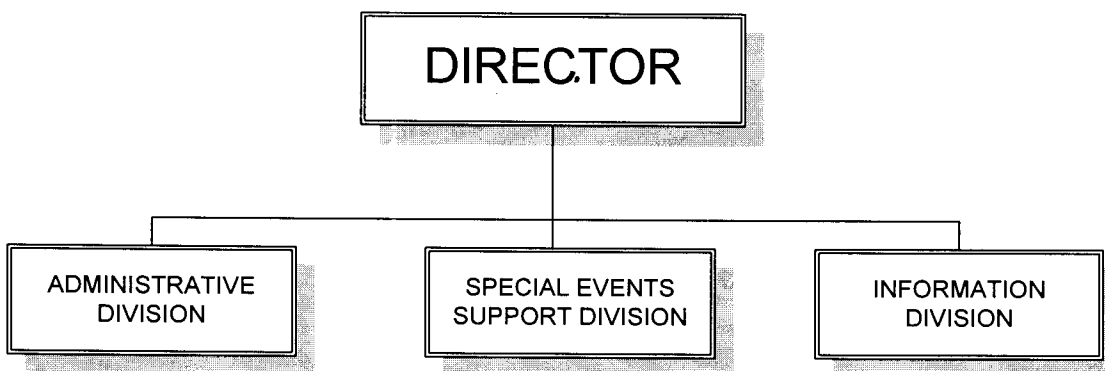
4. DIRECTORY

You will be given a simplified chart of an organization as well as its staff's **alphabetical** directory.

The subtest will consist of a series of short questions regarding the information given in the chart and the directory.

ANSWERS	
Example: What is the phone number of the Director's Secretary?	<i>660300</i>

ORGANIZATION CHART OF THE ORGANIZATION FOR PEACE



DIRECTORY OF THE ORGANIZATION FOR PEACE

NAME	DIVISION	SECTION/POSITION	ROOM NO.	TELEPHONE
Mrs. Daisy JONES	Information	Chief of division	321	642246
Mr. John MILLER	-----	Director's Secretary	101	660300
Mr. Henry SMITT	Administration	Secretary	221	621000
Ms. -----	-----	-----	-----	-----

5. PROBLEMS

You will be asked to solve problems similar to the example found below:

	ANSWERS
A clerk can staple eight documents per minute. How many minutes will he spend to staple 24 documents?	3

You are advised to use a calculator if the problem is more difficult than the above example or if the answers have decimals.

You may, if you wish, use your own calculator, or use a calculator which will be provided in the examination room.

6. MANUSCRIPT COPYING

Your assignment is either to recopy by hand in a highly legible manner or to type the manuscript of a text. If you also choose to take the typing test, you are required to type the text. If you choose not to take the speed-typing test, you may opt either to type the text or copy it by hand in a highly legible manner. Upon completion, it is your responsibility to proofread your work carefully and to correct your final draft of all errors of grammar, spelling and meaning. You will not be penalized on the presentation of the corrections which you have made.

The purposes of the United Nations, as set forth in the Charter, are:

- 1. To maintain international peace and security.*
- 2. To develop friendly relations among nations based on respect for the principle of equal rights and self-determination of peoples,*
- 3. To achieve international co-operation in solving international economic, social, cultural and humanitarian problems and in promoting respect for human rights and for fundamental freedoms;*
- 4. To be a centre for harmonizing the actions of nations in the attainment of these common ends.*

DURATION OF TESTS

The duration of each subtest will be specified during the examination. The total duration of the clerical test, including the reading of the instructions is about one hour.