

Additional Questionnaire for Phone Answerer Applicants

Applicant Name: _____ **Date:** _____

Please let us know what types of experience you have:

Have you worked:

customer service using the phone.

in an office setting

with a team of employees

in a fast-paced, high stress job(s)

Comments: _____

Computer experience and knowledge:

multi-window applications

email

internet

word processing

spread sheets

programming

Comments: _____

Have you had any formal computer or keyboard training? How would you rate your typing/keyboard skills?

