

**Roosevelt University  
MEMORANDUM**

Date: January 18, 2007

To: External Applicants for Clerical Union Positions

From: Susan Rohde  
Assistant Director of Human Resources

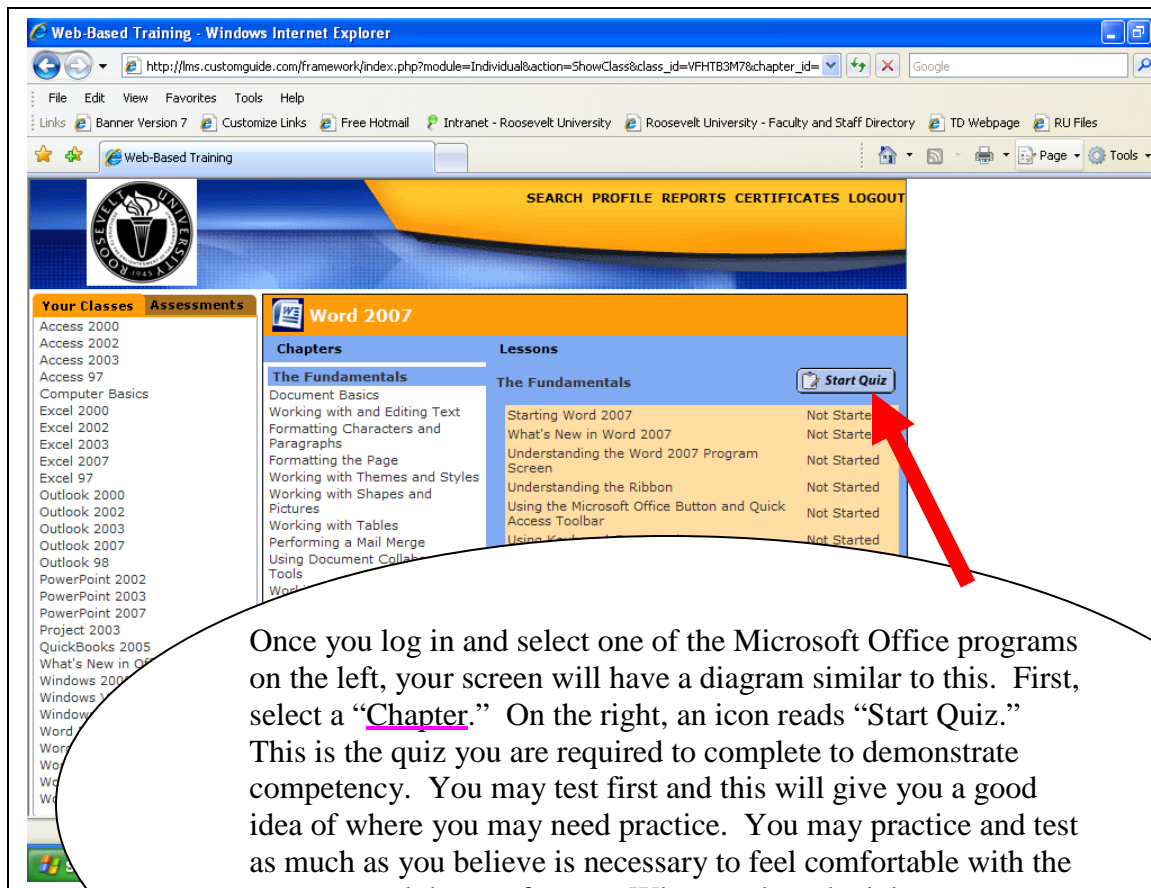
Re: Pre-employment Testing

Before the University can extend an offer of employment for a clerical union position, we require applicants to demonstrate competency in a variety of Microsoft Office software programs within one week of the offer of employment.

[Minimum Requirements per each Grade Level](#)

You may view the programs prior to testing by logging on to [www.customguide.com](http://www.customguide.com). The username is [practice@ru.edu](mailto:practice@ru.edu) and the password is 'pass.' Don't hesitate to test drive the lessons or the quizzes. We prefer you are already familiar with the format prior to testing.

Please call 312-341-2198 if you have trouble accessing the program.



Once you log in and select one of the Microsoft Office programs on the left, your screen will have a diagram similar to this. First, select a “Chapter.” On the right, an icon reads “Start Quiz.” This is the quiz you are required to complete to demonstrate competency. You may test first and this will give you a good idea of where you may need practice. You may practice and test as much as you believe is necessary to feel comfortable with the program and the test format. When ready, schedule an appointment to test in a proctored setting.