# Skills tests to evaluate administrative assistants











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**Michael Fetzer, Kathy Tuzinski** 

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Employment Mary Fish,1978 This study specifically describes and analyzes the process by which poverty stricken individuals and families move out of the poverty group from welfare to low wage employment and finally to a level above poverty or even the middle income category It is a synthesis analysis of over 50 Research and Development R D projects sponsored by the Employment and Training Administration ETA on the subjects of income and employment In addition selected contributions from other sources are included in order to clarify or supplement the treatment of the basic issues Several of these contributions have examined how individuals on welfare become gainfully employed and once employed move into jobs with wages adequate to raise their standard of living above the poverty level Findings of these R D projects when examined as a body of cumulative knowledge can be used as a framework for developing effective policies and techniques for the various employment and training programs focused on the economically disadvantaged

**Documentation of the National Program of Selected Population Segments** Abt Associates, Audrey Prager, Judith Goldberg, 1977 365 Answers about Human Resources for the Small Business Owner Mary B. Holihan, 2006 This guide will serve as a reference for experienced small business owners and as a crash course for those who find themselves in a tough situation Post Office Clerk-carrier Eve P. Steinberg, 1982 Personnel Bibliography Series United States. Office of Personnel Management. Library, 1979

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