

00 Briefing and Assessment

This assessment is timed for one-hour upon scheduled interview. The entire duration of this preliminary assessment has begun at your scheduled time slot.

All material enclosed must be submitted accurately to provide the best possible result. This assessment is designed to record a candidate's ability to fulfill required duties.

The following points are required to complete submission of your preliminary review.

- All tasks are to be documented via Google drive
- Candidates must organize all enclosed materials neatly and accurately at their own discretion.
- Acceptable files only include:
 - Google Suite Programs (such as Doc, Sheets, Slides, Forms, etc.),
 - PDF's, and
 - JPEGS or PNG

Disclaimer: Please complete the assessment to the best of your abilities. Otherwise, you may leave the premises at any time.

Additional Notes:

- A decision will be made no later than September 20th. Earlier if possible.
- The pay and benefits for this position is reflected below:

Rate:

- \$17 to \$24 per hour, for at least 38 hours per week. Rate determined by the COO.

Benefits:

- 5 days of PTO every 6 months.
- Thanksgiving, Christmas, and New Years paid-holidays.
- No health insurance or retirement plan at this time, pending after the company's restructuring process.

The assessment instructions begin on the next page.

Resources:

- Candidates may use any and all necessary resources to complete their tasks.
- If you do not have a gmail account please use the following log-in credentials:
 - Email: dtf5757.johndoe@gmail.com
 - Password: w!X757eRjob

Document #001

Complete the Google Form titled “Job Application” using the link below:

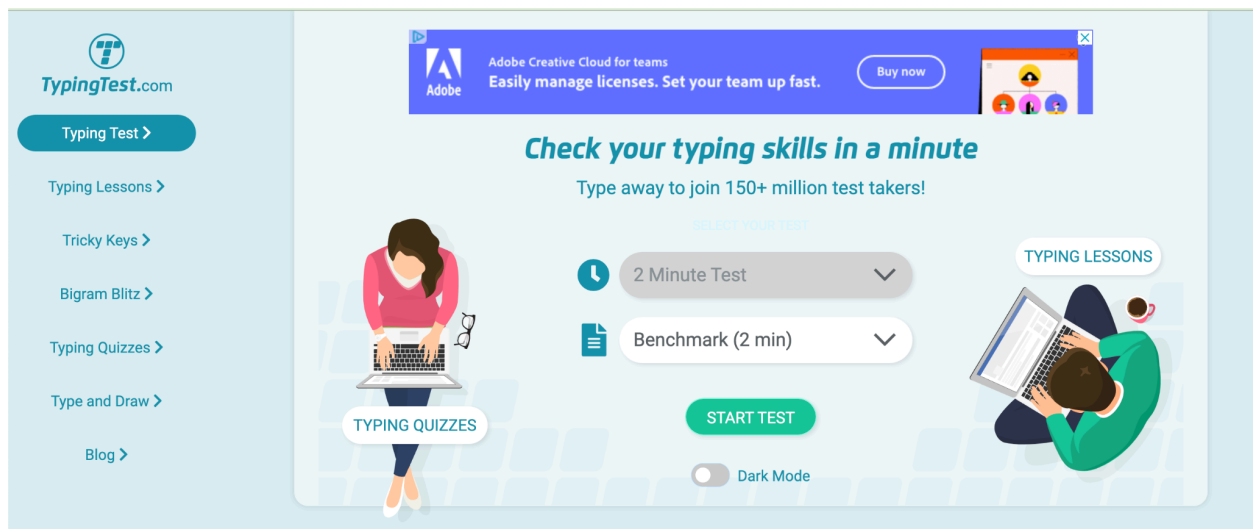
<https://forms.gle/AasQ7nk31Hd27i7y6>

Task #001

Complete a typing test using the link below:

<https://www.typingtest.com/>

Ensure that the test selection is marked as a “Benchmark”. Time will automatically adjust to two (2) minutes. Please see the screenshot below.



Upload a screenshot of your results into a Google drive folder.

- The screenshot file must be named accordingly:
 - Typing Benchmark_*first name*_*last name*.PNG
 - Example:
Typing Benchmark_John_Doe.PNG
- Input the screenshot in a Google drive folder titled “01 Preliminary Assessment” with “_*Last Name*, *First Name*”
 - Example:
01 Preliminary Assessment_Doe, John
 - Share this folder with the email below (All tasks will be enclosed in this folder).
operations@dreamtreefamily.com
 - Make sure the operations email is set as an editor. If the document cannot be viewed and altered by the operations email, then the assessment will be voided.

- Check the “Notify people” box and type your first and last name in the message box.

Task #002

Complete the following below:

- In the Google drive folder titled “01 Preliminary Assessment”, create a folder named “Task #002”.
- Create a Google sheets file inside the as aforementioned folder:
 - **Skills:** Dropdown, Conditional Formatting, and Data Validation

Scenario:

A spreadsheet is needed to input royalty payments (manually) from a list of store owners. The objective of this spreadsheet is to record a history of all payments made. Optional, if the spreadsheet can recall all store owner’s payments from a drop-down menu.

Example of spreadsheet available on next page

Function:

- Create a spreadsheet keeping track of payments made by 3 store owners.
- If a payment is below \$325, the payment cell must be altered via conditional formatting. This can be done by marking the cell and/or text as red, bolded, etc.
- A “Total” cell must automatically generate the total for each store owner and a total collection from all store owners by month and the entire time-line duration.
 - If the total payment for that individual month is below \$1000, then the cell must be identified via conditional formatting.
- Create a checkbox next to each payment under the name “Accounting Review”. The checkbox must be marked as red when unchecked, and green when checked.
- Optional: Upon selecting a store owner’s name from the dropdown, all payment information must be displayed neatly. This will be done with a formula or other methods.

Data:

Steven Milks made 3 payments on the 4th of each month from January 2024 to March 2024. Each payment made was \$512.65, except for Mr. Milks February payment, which was \$200.15.

Stephanie Hawkins made a payment of \$624.65 on January 2, 2024 and \$26.15 on March 4, 2024. The February payment was not received and the payment will be recorded at a later date (Add a comment over the cell where payments are recorded, stating that this payment will be made on April 12, 2024).

Adam Abréau-Santana made a payment of \$1.16 on the 2nd of January 2024, then a \$50 payment on the second of the following month, and a \$9.75 payment on the 5th of the following month.

Only Ms. Hawkins payments have been reviewed.

Export:

Provide three separate PDF's for each owner, only displaying their respective information and the grand total.

- Each file must be named accordingly:
 - *First Name_Last Name_Spring Quarter*.PDF
 - Example:
John_Doe_Spring Quarter.PDF

Example: The spreadsheet below is purely an example utilizing some functions and tasks needed for "Task #002". Your spreadsheet will not display some or all of the contents seen in the screenshots below.

Drop-down menu empty

	A	B	C	D	E	F
1						
2						
3						
4						
5		Store Owner Accounts				
6						
7		Name				
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						

Drop-down menu displayed

	A	B	C	D	E	F
1						
2						
3						
4						
5		Store Owner Accounts				
6						
7		Name				
8						
9		Adrien Spencer				
10		Anwar Abdowaise				
11		Ayibakuro Suobite				
12		Bill Bush				
13		Billy Addison				
14		Blanca Mendez				
15		Brian Cis				
16		Cristian Robles				
17		Christian Obasi				
18		Dan Alden				
19						
20						
21						

Drop-down menu populated with respective information

	A	B	C	D	E	F
1						
2						
3		DO NOT ALTER ABOVE		DO NOT INTERRUPT ENCRYPTION OR DECRYPTION		DO NOT ALTER
4						
5		Store Owner Accounts				
6						
7		Name				
8		Adrien Spencer				
9						
10						
11		* to clear search, click on the cell and delete. * do not overwrite the cell with information				
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						

STORE NAME	xxx
ID #	77081, 34350
PRIMARY NAME	Adrien Spencer
SECONDARY NAME	Andrew Spencer
PRIMARY EMAIL	xxx
SECONDARY EMAIL	xxx
PRIMARY PHONE	xxx
SECONDARY PHONE	xxx
CELL PHONE	
STORE PHONE	xxx
PRIMARY ADDRESS	xxx
SECONDARY ADDRESS	xxx
ACCOUNT MANAGER	Purple

Task #003

Utilizing the organizational methodology herein, provide a summary report for the following topic below:

- What is a SKU code, and
- Provide options to quickly create/generate a SKU code

Note:

Simplicity. The report should be easy and quick to review. Option(s) should be clearly defined and understandable.

- Submit the report (via PDF) in the “01 Preliminary Assessment”
- File naming convention format:
 - *First Name_Last Name_Report 003.PDF*
 - Example:
John_Doe_Report 003.PDF

This assessment is now completed.

You may leave the premises. Upon review of your submission, at the COO's discretion, you will be notified via email to schedule a formal interview.