

MS Outlook Proficiency Test

The MS Outlook Proficiency Test evaluates a candidate's ability to work effectively with Microsoft Outlook, assessing their skills in email management, scheduling, communication organization, and productivity tools.

This test is especially valuable for hiring administrative assistants, office coordinators, customer service representatives, support staff, and professionals who rely on Outlook to manage communication, coordinate meetings, and maintain organized workflows.

Detailed Test Report

Upon completing the MS Outlook Proficiency Test, candidates receive a comprehensive test report that can be downloaded or printed. The first page provides a clear summary of the candidate's overall performance. To help interpret the results, scores are compared with a norm group and converted into a percentile rank. For example, a candidate who scores 70 has performed as well as or better than 70% of the 560 individuals included in our 2025 norming study.

The following three pages present a detailed breakdown of which questions were answered correctly within each content domain.



Measures

Knowledge of core Outlook features, ability to manage email and calendar tasks, and proficiency with essential communication, scheduling, and organizational tools.



Suitable occupations

Administrative assistants, office coordinators, customer service representatives, support staff, project administrators, and other roles that require effective communication, email management, scheduling, and organization using Microsoft Outlook.



Items

20 questions



Time limit

15 minutes

Scientifically Validated

Backed by research and rigorous validation, the MS Outlook Proficiency Test ensures reliable and accurate assessment of Outlook Proficiency, helping organizations make data-driven hiring and talent decisions.

Quick and Easy to Administer

Designed for efficiency, the MS Outlook Proficiency Test only takes 15 minutes to complete, making it a quick yet powerful tool for assessing candidates.

Requirements

The test can be run on all mobile devices, PC, and Mac computers with an updated browser and a stable internet connection.

The test is accessed by the browser. You can run the test on-site, or the candidate can complete the test in the comfort of their own home.

Request a Sample

Please contact us by e-mail to request a full-length sample of the test.