

Survey for job applications for LANA and Corporate Support Officer



**AUSTRALIAN EMBASSY  
AMMAN**

1. A staff member has reported the printer is not working. Provide steps you would follow to troubleshoot.

2. Internet has dropped out for some staff in the Embassy. What steps would you take to investigate.

Survey for job applications for LANA and Corporate Support Officer

3. Write a short email to staff advising them of an internet outage (maximum 5 sentences).

4. What safety procedures would you apply in the workplace especially when dealing with electricity and ladders.

5. Evaluate your skills in the following areas:

• Microsoft Word and Excel	1	2	3	4	5
• Microsoft Powerpoint and Publisher	1	2	3	4	5
• Local Area Network administration	1	2	3	4	5
• Emergency radio systems	1	2	3	4	5
• Knowledge of IOS for phones	1	2	3	4	5
• Knowledge of CCTV systems	1	2	3	4	5
• Knowledge of Electronic Access Systems	1	2	3	4	5