



PILOT ASSESSMENT BLUEPRINT
Administrative Assisting (1223)
Skill-Based (Performance)

Job Description	Meeting and Agenda Management Participant will determine the most suitable meeting time across multiple schedules and two time zones, then create a professional invitation for all attendees. They will also use Microsoft PowerPoint to design a two-slide agenda.
Administration Time	60 minutes
Equipment, Supplies, and Materials Required	<ul style="list-style-type: none">• Computer with no internet access (must have access to Microsoft PowerPoint and the ability to open PDFs)• Paper and pencil for notes• The supplemental materials included in the “Job 4 – Student Materials” and “Job 4 – Evaluator Materials” folders