

Tech Savvy Assistant™

Self-Assessment



Are you Tech-Savvy?

The **Tech-Savvy Assistant** uses and embraces technology to successfully execute the role and integrate into their work. They are 100% committed to staying updated with the latest technological advancements relevant to their field to remain at the forefront of innovation. They develop an ongoing plan to raise and maintain their skills with their employer or independently each year as technology evolves. They are always curious and never stop learning.

Please indicate your level of ability in each area on a scale of 1 to 5, with 5 being highly skilled.

CORE Technology Skills

The core skills listed here are required in varying levels of degree based on your industry and department, but encompass the basic technology areas most administrative assistants need to be effective in their roles.

SPECIALTY Technology Skills

Depending on your industry, company, and department, more specific skills may be required. These move beyond the basic tech skills every admin should have and showcase additional training or knowledge.

See page 3 for definitions of the skills.

For a digital assessment, go to TechSavvyAdmin.com

Tech Savvy Assistant™ RedCape Self-Assessment					
	No Experience				Highly Skilled
CORE TECHNOLOGY SKILLS					
Apps & Gadgets	1	2	3	4	5
AI (Generative AI)	1	2	3	4	5
Brand/Identity	1	2	3	4	5
Business Intelligence	1	2	3	4	5
Calendar Management	1	2	3	4	5
Collaboration Tools	1	2	3	4	5
Digital Etiquette	1	2	3	4	5
Document Production	1	2	3	4	5
Hardware & AV Equipment	1	2	3	4	5
Meeting & Event Management	1	2	3	4	5
Presentation Development	1	2	3	4	5
Privacy & Security	1	2	3	4	5
Search	1	2	3	4	5
The Cloud	1	2	3	4	5
Troubleshooting	1	2	3	4	5
SPECIALTY TECHNOLOGY SKILLS					
Consumer Technology	1	2	3	4	5
Database Management	1	2	3	4	5
Digital Marketing	1	2	3	4	5
Graphic Design	1	2	3	4	5
Project Management	1	2	3	4	5
Social Media	1	2	3	4	5
Your Technology Skills Score	Total the columns above.				

Your Tech Savvy Assessment

Your Technology Skills Score

Find your score in the chart below and take the next steps to upleveling and validating the skills you have.

Score Range	Your Technology Assessment	Recommendation
20-55	You're a bit new to technology, and there are so many exciting tips and tricks to learn. You have come to the right place! RedCape has courses to help you uplevel your skills across Microsoft Office and beyond to help you master your technology.	The Microsoft Productivity Workshop (included in the <i>RedCape Academy</i>) will get you up-to-speed on the technology you already use.
56-80	Solid score! You've got the basics covered, but you still have plenty of room to grow. Every assistant should be confident using the tools at their fingertips, and you are. But you don't feel like the expert... yet.	Continue honing your skills across your technology with ongoing tech training in the <i>RedCape Academy</i> .
81-100	You're a tech superstar! You have a firm and well-rounded grasp of the necessary skills and should be sharing your knowledge with others. Make sure you are passing tips and tricks to your colleagues and establishing yourself as the office expert!	Consider joining the <i>RedCape MOS Certification Program</i> to get certified as a Microsoft Office Specialist to validate your skills and make your résumé stand out from the crowd.



RedCape

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Vickie Sokol Evans, MCT

Apps & Gadgets

Exploring and using relevant apps across all devices (phone, tablets, computers) as well as gadgets such as power banks, hubs, Bluetooth headsets, etc.

AI (Generative AI)

Generate text, images or other data using generative artificial intelligence and understand the privacy levels of what you're inputting in order to protect sensitive company data.

Brand/Identity

Managing and maintaining both your personal and company's brand and identity online and in your deliverables.

Business Intelligence

The ability to find, collect, and organize data so that it's professional, easy to understand, and can be used to make better decisions. Examples include Excel or Google spreadsheets, pivot tables, charts, and conditional formatting.

Calendar Management

Advanced skills in calendar programs for yourself and as a delegate for your manager(s), as well as technologies for event and meeting management. Examples include: Outlook, Google, and Apple calendars.

Collaboration

The ability to collaborate with your manager, team, partners and customers within shared documents, applications, and online portals to avoid the inefficiency of back and forth sending of documents and emails. Examples include shared documents, shared drives, digital notebooks, team sites, etc.

Consumer Technology

The ability to collect, store and organize music, photos, videos as well as use Smart Home technology.

Database Management

Understanding flat file and relational database structures to effectively manage, consume and report data. Examples include CRMs, Access, FileMaker Pro, and Spreadsheets.

Digital Etiquette

Being conscious of how your use of technology affects the productivity, effectiveness, privacy, and safety of both yourself and others.

Digital Marketing

Skilled in using and maintaining internet-based marketing technologies such as websites, blogs, email apps, and CRMs.

Document Production

The ability to generate error-free documents in minimal time using Styles, paragraph formatting, headers/footers, table of contents, tables, etc. Programs include Microsoft Word and Google Docs.

Graphic Design

Understanding how to effectively work with text and images, document layout, colors, fonts, and other design elements. It may also include photo and video editing.

Hardware & AV Equipment

The ability to connect devices to printers, scanners, and other hardware. It also includes the ability to project a computer or device confidently and effectively for presentations.

Meeting & Event Management

Effectively using meeting and event management technologies.

Presentation Development

The ability to generate professional presentation slide decks in minimal time using SmartArt, layouts, tables, etc. Programs include Microsoft PowerPoint and Google Slides.

Privacy & Security

Understanding and managing privacy and security at the four levels: devices, applications, files and identities.

Project Management

Proficiently using project management technologies such as Microsoft Project, Trello, SmartSheet, etc.

Search

The ability to perform searches online effectively and efficiently, on your device, computer, drives, files and within apps such as mail, calendar, etc. This also includes managing metadata within your documents to assist in organizing and searching for documents.

Social Media

Leveraging social media to stay informed and relevant, to perform your job and protect the privacy of your team, manager, and company.

The Cloud

Using cloud-based storage such as Google Drive, OneDrive, Dropbox, SharePoint, etc. to store your work and team documents. This skill also requires understanding of other cloud-based software you use for your role enabling you to log in from any browser or device, such as CRMs, Office Online, Google Docs, etc.

Troubleshooting

Having the resources, knowledge, and skills to find solutions to technical problems, taking into consideration hardware/software features, tech configuration, and user error.