

PRELIMINARY SKILLS ASSESSMENT

INSTRUCTIONS: Please fill out the following information by selecting the number which best describes the knowledge and experience you have had with the computer hardware and software listed below. Individuals who are selected for an interview will be required to demonstrate the knowledge they have indicated on this form.

If a piece of equipment or software program is not listed, please specify it in the "OTHER" category available in the appropriate section. Use the criteria listed below when selecting your answer:

HOW TO SELECT THE APPROPRIATE ANSWER FOR YOU:

Answering "0" (zero) indicates that you have not had an opportunity to use the hardware or software at all.

Answering "1" indicates that you have had only brief exposure; you may have used it a few times and only the most basic of the functions.

Answering "2" shows that you have used the program or equipment regularly (several times a week); you are familiar with its basic functions and have a good conceptual understanding of what the program or equipment is designed to do.

Answering "3" indicates that you have an above average understanding of the program or equipment; you use it frequently (several times a day); you use features and functions of the program which are beyond the standard or basic functions of the program or equipment; you can trouble shoot and/or resolve problems with the program or equipment.

Answering "4" indicates that you have an excellent understanding of the program or equipment; you use it on a daily basis and it is one of the primary applications or equipment that you have used during your work with computers. You have the ability to trouble shoot and resolve problems with it; reconfigure or reinstall it; or customize the program or equipment to work within an unusual operating environment that it was not designed for. You have a thorough and detailed exposure to the full range of functions and the environment of the program or equipment and have used most of them at one time or another.

Your Name: _____ **Date:** _____

1. What computer systems & equipment are you familiar with (hardware level)?

	Very familiar				Not familiar
x86/AMD/Intel based	4	3	2	1	0
Macintosh	4	3	2	1	0
Laser Printers (HP Network, maint.)	4	3	2	1	0
Modems (dialup troubleshooting)	4	3	2	1	0
Scanners (image or OCR)	4	3	2	1	0
OTHER _____	4	3	2	1	0

2. What application programs are you familiar with?

OPERATING SYSTEMS:	Very familiar				Not familiar
Windows 95/98/ME	4	3	2	1	0
Windows NT/2000/XP	4	3	2	1	0
Mac OS	4	3	2	1	0
Linux	4	3	2	1	0
UNIX	4	3	2	1	0
Other _____	4	3	2	1	0

OFFICE SUITE APPS:	Very familiar				Not familiar
Microsoft Word Ver: _____	4	3	2	1	0
Microsoft Excel Ver: _____	4	3	2	1	0
Microsoft Access Ver: _____	4	3	2	1	0
Microsoft Power Point Ver: _____	4	3	2	1	0
Corel Office 8/2000	4	3	2	1	0
Other _____	4	3	2	1	0

COMMUNICATIONS:

Windows Dialup-Networking & TCP/IP	4	3	2	1	0
MacTCP or Mac TCP/IP	4	3	2	1	0
MacPPP or FreePPP or OT/PPP	4	3	2	1	0
CRT or NCSA Telnet	4	3	2	1	0
Other _____	4	3	2	1	0

NETWORKS

TCP/IP	4	3	2	1	0
Microsoft NT/2000	4	3	2	1	0
Novell Netware	4	3	2	1	0
Other _____	4	3	2	1	0

ELECTRONIC MAIL/INTERNET:

PMDF Pine	4	3	2	1	0
Netscape or MS Internet Explorer	4	3	2	1	0
Eudora, Netscape Mail, or Outlook	4	3	2	1	0
Telnet and FTP	4	3	2	1	0
Other _____	4	3	2	1	0

LANGUAGES:

C/C++	4	3	2	1	0
Java	4	3	2	1	0
Perl	4	3	2	1	0
BASIC	4	3	2	1	0
FORTRAN	4	3	2	1	0
Other _____	4	3	2	1	0

STATISTICAL:

Minitab	4	3	2	1	0
SPSS	4	3	2	1	0
SAS	4	3	2	1	0
Other _____	4	3	2	1	0

3. What general office skills do you possess?

OFFICE SKILLS:	Very familiar				Not familiar
Date Entry	4	3	2	1	0
Filing	4	3	2	1	0
Receptionist	4	3	2	1	0
10-key adding/calculator	4	3	2	1	0
Other _____	4	3	2	1	0
Typing _____ WPM					