



TECHNOLOGY SKILL CODE SHEET

Complete and attach to your application for the following positions:

- Operations Specialist
- Equipment Systems Specialist
- Information Technology Consultant
- Operating Systems/Network Analyst
- Analyst Programmer

This skill code sheet will be used to evaluate your skills for the classifications listed above. Check the box on this Skill Code Sheet that best describes your skill level. If you do not have a particular skill, leave it blank. Be as accurate as you can in providing this information. **EOU may administer a test to determine level of proficiency required for a position.**

COMPUTER AND SOFTWARE SKILLS

Word Processing Software

- Novice = Training with little or no experience.
- Average = Training + created general documents such as correspondence and reports.
- Proficient = Training + experience + used functions such as merge, tables and graphics.

	No Experience	Novice	Average	Proficient
Word for Windows	-	-	-	-
Other (specify) _____	-	-	-	-

Spreadsheet software

- Novice = Training with little or no actual experience
- Average = Training + create and print spreadsheet using simple functions such as add, subtract, multiply and divide.
- Proficient = Training + experience + create spreadsheet using complex calculations, functions, graphs, charts and macros.

	No Experience	Novice	Average	Proficient
Excel	-	-	-	-
Other (specify) _____	-	-	-	-

Graphics/Publishing Software

Novice = Training with little or no actual experience

Average = Training + created documents, including flyers, pamphlets, brochures and slide shows using standard templates.

Proficient = Training + experience + primary responsibility for designing and creating documents, utilizing design techniques such as color manipulation, photo enhancement, and creative layouts.

	No Experience	Novice	Average	Proficient
Contribute	-	-	-	-
Dreamweaver	-	-	-	-
FrontPage	-	-	-	-
Photoshop	-	-	-	-
Powerpoint	-	-	-	-
Other (specify) _____	-	-	-	-

Database Software

Novice = Training with little or no experience

Average = Training + maintained databases, queried, and created reports.

Proficient = Training + experience + created databases + created reports which queried from multiple databases using functions such as calculations, exceptions, and sub queries.

	No Experience	Novice	Average	Proficient
Access	-	-	-	-
Other (specify) _____	-	-	-	-

Web Experience

Novice = Training with little or no actual experience

Proficient = Training + utilized in a work environment

	No Experience	Novice	Average	Proficient
Web page development	-	-	-	-
Web page maintenance	-	-	-	-

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Programming Languages

- Novice= Training with little or no actual experience
- Average= Training + equivalent of 1-2 years full time experience. Ability to code, maintain & debug moderately complex programs.
- Proficient= Training + equivalent of 2 or more years experience. Knows advanced features of programming languages. Can teach or guide other programmers, or is an expert who can be consulted.

	No Experience	Novice	Average	Proficient
C	-	-	-	-
Assembler	-	-	-	-
Cobol	-	-	-	-
SQL	-	-	-	-
Pascal	-	-	-	-
RPG	-	-	-	-
Visual Basic	-	-	-	-
Other (specify) _____	-	-	-	-

Oracle

- Novice= Training with little or no actual experience
- Average= Training + equivalent of 1-2 years full time experience. Ability to create & modify databases, write reports & queries using reference manuals. Training + in-depth knowledge of SQL; ability to create or modify forms & reports; can teach or guide other programmers.
- Proficient=

	No Experience	Novice	Average	Proficient
PL/SQL	-	-	-	-
Oracle Developer Forms	-	-	-	-
Oracle Developer Reports	-	-	-	-
Other (specify) _____	-	-	-	-

Operating Systems

- Novice= Training with little or no actual experience
- Average= Training + equivalent of 1-2 years full time experience. Can write and debug scripts; is comfortable with using interactive commands.
- Proficient= Training + knowledge & experience with complex commands. Can design, code & debug complex scripts. Can teach or guide other programmers.

	No Experience	Novice	Average	Proficient
Windows	-	-	-	-
Unix	-	-	-	-
Linux	-	-	-	-
VMS	-	-	-	-
Other (specify) _____	-	-	-	-

OUS Systems

Novice = Training with little or no actual experience

Proficient = Training + utilized in a work environment

	No Experience	Novice	Average	Proficient
Data warehouse model	-	-	-	-
Banner Financial Information System (FIS)	-	-	-	-
Banner Human Resource Information System (HRIS)	-	-	-	-
Banner Student Information System (SIS)	-	-	-	-

WRITTEN COMMUNICATIONS

Novice = Training with little or no actual experience

Proficient = Training + utilized in a work environment

	None	Novice	Average	Proficient
Composing general correspondence (letters, meeting Minutes and procedures)	-	-	-	-
Editing documents for format, consistency & meaning	-	-	-	-
Proofreading documents for spelling, grammar and Punctuation	-	-	-	-

PUBLIC CONTACT

Proficient = Utilized in a work environment

	None	Novice	Average	Proficient
Providing and/or receiving information in person and by telephone	-	-	-	-
Providing and/or receiving information from the public who may be upset or frustrated	-	-	-	-
Explaining information regarding specific programs, services, policies and procedures	-	-	-	-
Providing in-depth technical information regarding policies, procedures and programs	-	-	-	-
Providing information regarding compliance with laws	-	-	-	-

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SUPERVISION/LEADWORK EXPERIENCE

Proficient = Utilized in a work environment

	None	Novice	Average	Proficient
Assigning and reassigning tasks to accomplish prescribed work efficiently.	-	-	-	-
Orienting new employees	-	-	-	-
Give direction to workers concerning work procedures	-	-	-	-
Transmit established standards of performance to workers.	-	-	-	-
Review work of employees for conformance of standards	-	-	-	-
Provide informal assessment of workers' performance to the supervisor.	-	-	-	-
Interviewing/Hiring	-	-	-	-

NOTICE: ALL APPLICANTS MUST SIGN AND DATE BELOW.

Any oral or written statement that is false, fraudulent or misleading contained in this application and attached materials or made in the course of any related employment process, whether made by me or by others at my request, will result in rejection of my application, denial of employment, dismissal from state service if discovered after employment and in many circumstances, prosecution.

I certify and affirm that I have read and understand the above notice. I further certify that I personally completed this application and attached materials or requested its completion and that all statements contained herein are true and complete to the best of my knowledge.

Signature

Date

04/07/2008