

SKILL CODE SHEET

Print Name _____

Typing / Keyboarding Speed _____

Written Communication and Level of Typing

- _____ Composing documents, such as correspondence and meeting minutes.
- _____ Proofreading for spelling, grammar and punctuation.
- _____ Editing for format, consistency and meaning.
- _____ Typing, editing and formatting documents.

Review and Supervision

- _____ **Lead Worker** - Training others.
Assigning, reviewing and coordinating the work of others.
- _____ **Supervisor** - Training and supervising others.
Rating others' work performance.
Assigning and reviewing the work of others.
Hiring or recommending hire.
Responding to concerns.
Handling disciplinary problems.

Computer Skills (Circle if you have **experience** performing at least the standard functions.)

Microsoft Word Excel Outlook (e-mail)

Other word processing, spreadsheet and e-mail software: _____

Secondary Languages: _____

Circle those that apply: Speak Read Write Training Experience Interpreter

Public Contact Skills

- _____ Obtaining information to determine nature of problem or complaint and what services are needed.
- _____ Answering routine inquiries for information about programs or services provided by your employer.
- _____ Explaining rules, regulations, policies and procedures provided by your employer.
- _____ Receiving complaints and resolving them directly or routing them to someone else for resolution.
- _____ Handling contact with angry, upset, frustrated or hostile people.

I certify this information is true and accurate to the best of my knowledge.

Signature

Date