

Copy Center/Mail Room Clerk II Skills Survey

Name: _____ Date: _____

Position: _____

This information becomes part of your application. Your skills, expertise, and education will be rated based on your answers. Please fill out this form as completely as possible. Under columns three through six, check the category that best shows the depth of your experience. *Do not check more than one column per line.*

Years of relevant experience:

Full time work _____
 Part time work _____

Check Degrees (Attach Transcripts):

HS/GED _____
 Certificate _____ Area _____
 Associate _____ Major _____
 Bachelor _____ Major _____

	Model/ Version Used	Years of Experience	Training only (1)	Preformed with help (2)	Performed unaided (3)	Instructed others (4)
Software Skills/Keyboarding:						
(May be tested) Keyboarding (wpm _____)						
Windows Operating System						
Word Processing (MS Word)						
Spreadsheet (MS Excel)						
Navigating the Internet						
Other:						
Equipment Skills:						
Copy Machines						
Personal computer, printer						
Fax Machine						
Drill Press/Paper Cutter						
Folding Machine						
Multi-Line Phones						
Other:						

Continued →

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Office Skills:						
Grammar/Spelling/Proofreading						
Sorting Mail						
Customer Service						
Filing						
Multitasking						
Self-manage time						
Ordering Supplies/Price Checking						
Other:						

I have answered the above information to the best of my knowledge.

Signature: _____ **Date:** _____