

## Word Processing Operator III 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)
<b>Software Skills:</b>						
(May be tested) Keyboarding (wpm _____)						
Word Processing (WP)						
WP Formatting and Layout						
WP Advanced Features						
Adobe Professional						
Form Design						
Statistical Typing						
Graphics						
Other:						
<b>Equipment Skills:</b>						
Personal computer, printer						
Scanner w/OCR						
External Storage Devices						
Phones						
Other:						

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<b>Office Skills:</b>						
Grammar/Spelling/Proofreading						
Customer Service						
Multitasking						
Self-manage time						
Other:						

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

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_