

Name: _____	_____	_____
Last	First	MI

COMPUTER SKILLS

Please Circle Skill Level:
B (Beginning) I (Intermediate) A (Advanced)

- | | | | |
|-----------------------------------|---|---|---|
| _____ Microsoft Excel | B | I | A |
| _____ Microsoft Word | B | I | A |
| _____ Microsoft PowerPoint | B | I | A |
| _____ Microsoft Access (Database) | B | I | A |
| _____ Microsoft Project | B | I | A |
| _____ Other Spreadsheet _____ | B | I | A |
| _____ WordPerfect | B | I | A |
| _____ Other Word Processor _____ | B | I | A |
| _____ Internet Navigation | B | I | A |
| _____ HTML/Web Design | B | I | A |
| _____ Other _____ | B | I | A |
| _____ Other _____ | B | I | A |

ADDITIONAL SKILLS AND ABILITIES

- | | |
|---|------------------------------|
| _____ Layout/Artwork | _____ Audio/Visual Equipment |
| _____ Office Machine/Typing | _____ Photography |
| _____ Writing/Editing | _____ Applied Research |
| _____ Advising/Tutoring | _____ Teaching |
| _____ Foreign Language Fluency (List Language(s)) _____ | |
| _____ Other _____ | |
| _____ Other _____ | |

SIGNATURE

Do you have any physical limitations for which you require assistance under ADA?

_____ No _____ Yes (Please specify assistance needed below)

I certify the above statements are correct and complete

Signature

Date