

# Technology Core Competencies I

## \*1. Please rate your ability to perform the following tasks relating to computer hardware knowledge.

	Little to no ability	Somewhat knowledgeable	Competent	Expert
Turn the computer on and off.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Understand the difference between a hard and soft boot.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
You can identify and know the functions of the majority of the following components: CPU, Monitor, USB Ports, Disc Drive, CD ROM Drive, Power Cord, Monitor Cable, Mouse, Keyboard, Speakers, Headphones, Printer, Flash drive/external drive	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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## Core Competencies I Continued

### \*2. Please rate your email skills.

	I am not able to do most of these tasks	I could use some help	I am competent	I am an expert
Open Outlook and/or Outlook Express using Web Access	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
View a new email message	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How to reply, reply to all, forward, delete and save a message	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Create folders for storing emails	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Create and send a new message	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Attach a file to a message	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Open an attachment to a message	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Flag a message	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Develop contact lists and address book	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use the out of office assistant when appropriate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Create an email account using a third party vendor (Google, Yahoo, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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**\*3. Please rate your skills using the Internet and web browsers such as Internet Explorer and Firefox.**

	Don't know how to do	Need some help	I am competent	Expert
Open a web browser	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Permanently change the home page in your browser	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use a search engine (Google)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I understand the difference between different types of URL's (.com, .org, .net, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I know how to use the navigational buttons: home, back, forward, refresh, history	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can scroll on a web page	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can print a web page	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I know how to use the address bar	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I know what a link is	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can view browsing history and delete my history and temporary files	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can add, delete and organize bookmarks and favorites	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can change the text size of the webpage	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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## \*4. Please rate your basic Window's skills

	Little to no ability	Need some help	I am competent	Expert
Minimize, restore and close a window	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use horizontal and vertical scrolling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Toggle between different windows using the taskbar	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I know the differences between a hard disk drive, removable storage and network drives	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can start a program from the start menu	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can find saved documents	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can drag and drop files	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Understand the difference between files and folders and I can make and delete folders	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can empty the recycle bin	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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## \*5. Please rate your ability with printers and multi-function machines (mfm)

	Don't know how to do	Need some help	I am competent	I am an expert
Turn the printer/mfm off and on	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Change the toner cartridge	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Resupply printer with paper	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Clear paper jams	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Check the print queue and clear if needed (from both your computer and from the printer/mfm)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Scan a document or image to email	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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## \*6. Please rate your abilities with basic troubleshooting

	Don't know how to do	Need some help	I am competent	I am an expert
I know how to use the IT help desk	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can use Windows Task Manager to end programs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can restart the computer and printer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can clear paper jams in the printer and/or multi-function machine	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I understand the cables, cords and connections on the computers and multi-function machines	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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## \*7. Please rate your skills with Microsoft Word.

	Don't know how to do	I could use some help	I am competent	I am an expert
Open Microsoft Word (from the start menu or the desktop)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Open a file (from a drive)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Create a new document	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Save and Save as a document (select the correct drive, folder and file extension)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Print and print preview your document	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Change default printer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Change printing attributes (paper size, different printer, color/b&w, landscape, 2 sided)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Change font, size, add bold, italic, underline, alignment, color, and highlight	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Insert a picture or clipart and format same	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Change paragraph spacing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Insert a bulleted or numbered list	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I know how to cut, paste and copy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can use spell check, grammar check and word count	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I know how to access the help features	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Exit Microsoft Word	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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## \*8. Please rate your skills with our Horizon ILS (Integrated Library System)

	Don't know how to do	I could use some help	I am competent	I am an expert
Checking items in and out	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Search for an item	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lookup a customer account	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Edit a customer account	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Create a customer account	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



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## \*9. And FINALLY, please rate your skills with ezLabor.

	Don't know how to do	I could use some help	I am competent	I am an expert
Log into ezLabor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fill in your timesheet	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do a final approval of timesheet	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Request time off	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Know which option to choose to designate time off	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>