

Candidate: _____

Date: _____

Self Assessment of General Technology Skills

Each entry-level employee is part of a team that shares a wide range of responsibilities including customer relations, advertisement coordination, literature management and response, competitive research, and promotion and retail presentations. Such employee also provides general sales support for the office such as answering phones, copying, scanning, faxing, and filing.

Assess your personal skills with a rating of **1-5** (5 being the best) for each item.

SKILLS:

Competency with Computer Application Software:

- _____ Microsoft Excel and Microsoft Word
- _____ Microsoft Publisher or Microsoft Vizio
- _____ Microsoft Access
- _____ Microsoft Outlook
- _____ Microsoft Web Expressions (or similar program)
- _____ Internet Explorer or FireFox

General Duties:

- _____ Experience with multi-line phones and tasks including parking, holding, and transferring phone calls
- _____ Practice in faxing, copying, and scanning which include multiple sides and formats
- _____ Experience in filing and maintaining personal & professional organization
- _____ Familiarity with internet research
- _____ Experience with customer service
- _____ Knowledge in database entry with typing speeds of 20+ wpm

Specific Skills:

- _____ Competency with computers, peripherals and other network equipment
- _____ Familiarity with order processing including preparing sales quotes, orders, and shipments
- _____ Marketing experience including preparing advertisements and printed and e-mail announcements
- _____ Experience designing web pages and sales publications
- _____ Experience with shipping via UPS or FedEx
- _____ Experience with online purchases and selling items such as on eBay
- _____ Demonstrated experience in communications both written and oral

Personal Qualifications:

- _____ History of punctuality and responsiveness to management meeting and assignments
- _____ Creative aptitude and ability to bring ideas into fruition
- _____ Ability to multitask and prioritize responsibilities
- _____ Demonstrated cooperation within a team to complete tasks