

COMPUTER SKILLS KNOWLEDGE

Name: _____

Date: _____

Instructions:

Please complete the following grid with regard to your personal computer skills. You may be asked at some point in the interview process to take computer skills tests. Your test scores will be matched against your answers listed below. It is important that you assess your skills with regard to each software program as accurately as possible.

Microsoft Program	I have extensive experience on an almost daily basis with the advanced features of the program	I have extensive experience on an almost daily basis with the basic and intermediate features of the program	I have used the program regularly	I have used the program from time to time	I have little experience with the program	I have never used the program
Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internet Explorer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outlook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PowerPoint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:
