

Clerical Supplemental Form

Name: _____

VL#: _____

Please read the following evaluation carefully and enter the most appropriate number in the space provided next to each skill/task. Leave space blank if unskilled. Incomplete or incorrectly completed supplements will not be considered.

Use the TAB key to move forward between fields, and SHIFT + TAB to move backwards.

- 3 = Extensive Skill and Experience:** Have performed this skill extensively in a work setting. No training required.
2 = Moderate Skill: Have performed this function and/or used this skill. Limited orientation needed.
1 = Minimal Skill: Intermittent/occasional use or classroom training only.

LEAVE SPACE BLANK IF YOU HAVE NO EXPERIENCE OR HAVE NEVER PERFORMED THIS SKILL/TASK.

TYPING

- _____ Contracts and Grants
- _____ Correspondence
- _____ Editing for Spelling, Grammar & Punctuation
- _____ Equations
- _____ Forms
- _____ Greek Symbols
- _____ Legal Terminology
- _____ Manuscripts
- _____ Medical Terminology
- _____ Production Typing
- _____ Proofreading
- _____ Reports
- _____ Scientific Terminology
- _____ Statistical Data
- _____ Typing Foreign Languages
- _____ Typing from Dictaphone

COMPUTER

- _____ IBM/Compatible (Non-Macintosh)
- _____ Macintosh

Tasks

- _____ Charts/Graphs
- _____ Creating Macros
- _____ Data Entry
- _____ Graphics
- _____ Labels
- _____ Merges
- _____ Newsletters
- _____ Spreadsheets
- _____ Tables
- _____ Templates
- _____ Web Design
- _____ Word Processing

Software

- _____ Banner/Student Information Sys.
- _____ Calendar System
- _____ dBase
- _____ Eudora
- _____ Outlook Express
- _____ Meeting Maker
- _____ Corporate Suite
- _____ Outlook
- _____ FileMaker Pro
- _____ Fox Pro
- _____ Lotus 1-2-3
- _____ Microsoft Access
- _____ Microsoft Excel
- _____ Microsoft Mail
- _____ Microsoft Word (Macintosh)

- _____ Microsoft Word (Windows)
- _____ Microsoft Works (Macintosh)
- _____ Microsoft Works (Windows)
- _____ Netscape/Internet
- _____ PageMaker
- _____ Photoshop
- _____ Illustrator
- _____ Dreamweaver
- _____ Powerpoint
- _____ QuarkXpress
- _____ Quattro Pro
- _____ WordPerfect
- _____ Pine
- _____ Other: _____

CLERICAL

- _____ Distribute/Route/Post Mail
- _____ Fax Machine Operation
- _____ Filing
 - _____ Alphabetical
 - _____ Numerical
- _____ Medical Records
 - _____ Terminal Digit
 - _____ HIPPA
 - _____ Release of Information
- _____ Take Minutes

CUSTOMER SERVICE/PUBLIC

CONTACT

- _____ Assist Public/Customers
- _____ Front Desk Reception
- _____ Slow/Moderate Traffic
- _____ Busy/Fast-Paced Traffic
- _____ Dispatching
- _____ Problem Solving
- _____ Screen Visitors
- _____ Student Contact
- _____ Telephone
 - _____ Moderate (3-5 hrs/day)
 - _____ Heavy (6+ hrs/day)
 - _____ Single Line (1-3 Lines)
 - _____ Multi-Line (4+ Lines)
- _____ Voice Mail

SCHEDULING/COORDINATION

- _____ Appointment Calendar
- _____ Conferences/Seminars
- _____ Meetings
- _____ Travel Arrangements
- _____ Events Planning

STUDENT SERVICES

- _____ Admissions

- _____ Financial Aid
- _____ Awards
- _____ Fellowship
- _____ Scholarship
- _____ Academic Advising
- _____ Undergrads
- _____ Grads
- _____ Calculate G.P.A.'s

RETAIL

- _____ Cash Register Operation
- _____ Inventory
- _____ Retail Terminology
- _____ Price Verification
- _____ Stocking

PAYROLL/PERSONNEL

- _____ Automated Systems
- _____ Hiring Forms
- _____ Manual Calculations
- _____ Payroll Preparation
- _____ OPTRS
- _____ PPS

ACCOUNTING/BOOKKEEPING

- _____ 10-Key Calculator
- _____ Accounts Payable
- _____ Accounts Receivable
- _____ Billing
- _____ Cash Handling
- _____ Computerized Financial Systems
- _____ DaFIS
- _____ Full Charge
- _____ General Ledgers
- _____ Payment Scheduling
- _____ Posting
- _____ Recharges
- _____ Reconciliation
- _____ Transfer of Funds

PURCHASING/RECEIVING

- _____ Expenditure Control
- _____ Invoice Matching/Reconciliation
- _____ Purchase Orders
- _____ Records Maintenance
- _____ Vendor Liaison

BUDGET CONTROL

- _____ Develop Proposals
- _____ Expense Report Preparation
- _____ Monitor Expenditures
- _____ Fiscal Closing

CONTRACTS & GRANTS

- Administer
- Agency Compliance
- Develop Proposals
- Review & Preparation

SUPERVISION

- 1-3 Employees
- 4+ Employees
- Evaluate Job Performance
- Interview & Select
- Lead Responsibilities
- Review Work
- Schedule Work
- Take Corrective Action
- Train Staff

LIBRARY OPERATIONS**Type of Library**

- Academic/Research/National
- Corporate/Special
- Medical
- Public School
- Other _____

Public Services

- Access Services:
- Circulation/Loan/Reserves
- Bibliographic Checking
- Loan/Reserves
- Government Documents
- Interlibrary Loan
- Reference/Information/Instruction
- Security
- Stacks/Maintenance
- Other _____

Technical Services

- Acquisitions
- Archives/Manuscripts
- Bibliographic Checking/Searching
- Binding Services
- Catalog
- Conservation/Preservation
- Serials
- Other: _____

Automated Library Systems/Databases

(Specify)

- Accounting.
- Acquisitions
- Catalog.
- Circulation
- Interlibrary Loan
- Reference
- Serials
- Other: _____

Classification System/Filing Rules

- ALA Filing Rules
- AACR2 Cataloging Rules
- /Interpretations
- Dewey Decimal
- Library of Congress Classification
- National Library of Medicine
- Other: _____

Certification: I certify that all of the statements made are true, complete and correct to the best of my knowledge and belief and are made in good faith. I understand that I may be expected to substantiate these self-ratings if invited to interview for this position. Forms submitted on-line must be signed in the event of an interview.

Name: _____

Date: _____

Job Number (VL#): _____