

## Financial Aid Specialist IV Skills Survey

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_

This information becomes part of your application. Your skills, expertise, and education will be rated based on your answers. Please fill out this form as completely as possible. Under columns three through six, check the category that best shows the depth of your experience. *Do not check more than one column per line.*

**Years of relevant experience:**

Full time work \_\_\_\_\_

Part time work \_\_\_\_\_

*(\*relevant is defined as: customer service, dealing with the public, dealing with forms, accounts, records, etc.)*

**Check Degrees (Attach Transcripts):**

HS/GED \_\_\_\_\_

Certificate \_\_\_\_\_ Area \_\_\_\_\_

Associate \_\_\_\_\_ Major \_\_\_\_\_

Bachelor \_\_\_\_\_ Major \_\_\_\_\_

	Model/ Version Used	Years of Experience	Training only (1)	Preformed with help (2)	Performed unaided (3)	Instructed others (4)
<b>Office Equipment:</b>						
(May be tested) Keyboarding (wpm _____)						
Copy Machine						
Fax Machine						
Multi-line phones						
Calculator						
Document Scanner						
Other:						
<b>Computer Hardware:</b>						
PC						
Macintosh						
Other:						
<b>Operating Systems:</b>						
Windows						
Apple						
Other:						

Continued →

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<b>Word Processing Software:</b>						
Microsoft Word						
Other:						
<b>Spreadsheet Software:</b>						
Microsoft Excel						
Other:						
<b>Database Software:</b>						
Microsoft Access						
Other:						
<b>Desktop Publishing Software:</b>						
Microsoft PowerPoint						
Other:						
<b>Email Software:</b>						
Microsoft Outlook						
<b>Accounting Software:</b>						
Specify:						

I have answered the above information to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_