

EVERGREEN

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KEY SKILLS & ABILITIES INVENTORY INFORMATION FOR JOB APPLICANTS

Read this before beginning the Key Skills & Abilities Inventory

TO BE CONSIDERED FOR A CLASSIFIED JOB, YOU MUST:

- Submit completed application materials;
- Complete and pass a Key Skills & Abilities Inventory;
- Be placed in the qualified applicant pool;
- Be certified for a job opening.

APPLICATION MATERIALS:

Submit your completed application materials by the closing date shown on the recruitment notice. Applications received after the closing date **will not be accepted**.

DESIRED QUALIFICATIONS:

Before you submit your application, be sure that you meet the desired qualifications given in the recruitment notice, and list all related education and/or experience that shows you meet them. Credit given for related education and experience requirements are equivalent to full-time. Therefore, one year of experience working 20 hours per week is equivalent to 6 months of full-time experience. Forty-five quarter hours or 30 semester hours of college are equivalent to one year of education.

THE KEY SKILLS & ABILITIES INVENTORY:

Complete all sections and questions on all required forms. Answer each question **separately**. Incomplete applications will not be considered. Your application materials must be clear and legible. You should keep a copy of your application materials for your personal files. You may not add additional information to your application materials after the closing date. Read the entire Key Skills & Abilities Inventory before you start writing your responses. Write or type your answers on additional sheets of paper, numbering your answers to correspond with each item listed and giving your most relevant experience and training for each question. The raters will score review only those answers that follow this format. You will be rated on your job related knowledge, skills and abilities in order to determine if you will be considered further. Incomplete or unclear information may lower your rating.

QUALIFIED APPLICANT POOL:

If you receive a passing score on the Key Skills & Abilities Inventory your name may be placed in a Qualified Applicant Pool. This list may be used for the next six months to one year to fill openings in the job for which you applied.

CERTIFICATION:

Up to twenty-five names may be certified with first consideration given to permanent classified Evergreen employees who meet the skills and abilities requirements for the position. Up to three additional names of applicants who meet the Affirmative Action criteria may also be certified when applicable. Certification from the list does not guarantee that you will receive an interview for the position. The hiring authority may select any of the certified applicants to interview and fill the job.



The Evergreen State College
KEY Student Services Program Coordinator - 2009-027MJL

KEY SKILLS AND ABILITIES INVENTORY

Please read the Key Skills & Abilities Inventory Information sheet (above) before completing the Key Skills & Abilities Inventory. Your application and this Key Skills & Abilities Inventory will be used to evaluate your qualifications. Please fully address each job criteria listed. Your skill and ability may be gained in any setting, such as previous employment, schooling or volunteer time. You must pass this examination to be considered further. If your answers are misleading, your application may be rejected, or you may be dismissed if you are hired.

Please follow the instructions for each of the questions. If you are invited to the interview phase of the process, you may be asked to demonstrate your skill and ability level in any of the areas that you have indicated. You must pass this Key Skill and Abilities Inventory to be considered further. If your answers are misleading, your application may be rejected, or you may be dismissed if you are hired.

Please answer the following questions on separate paper. Type or write your answers, but they must be clear and legible. Put your name, the name of the job and the date on each sheet. Describe your most relevant experience and training for each of the questions.

REGULAR ELEMENTS:

1. Working with the Public and/or Special Groups

Describe two examples of your experience dealing tactfully and effectively with various individuals and groups. For each example indicate when and where the experience was obtained and include:

- What you did (e.g., gave information; explained program policies/ procedures/ activities; advised clients and/or the public regarding program polices and activities; resolved problems and/or conflicts).
- Who you interacted with (e.g., the public; faculty; students; people with diverse cultural and socio-economic backgrounds; individuals with disabilities; clients; vendors; staff).
- Your position, duties and the extent of your level of responsibility for the final outcome or solution.

2. Written Communication

Describe your experience composing, editing and proofreading documents such as reports, newsletters, letters of agreement, budget narratives, grants, event notices, business correspondence and other documents. Indicate your level of responsibility for the final document. **Your completed application, including correct spelling and grammar, will be considered in rating this element.**

3. Budget Responsibilities

Describe your work experience and/or training developing, reconciling, monitoring and/or projecting expenditures for budgets. Include in your answer:

- The type of account(s) and dollar amount of the budget(s).
- Your role and level of responsibility.
- The standards and/or regulations that you applied (i.e., organization, state, federal).
- The manual and/or electronic tracking and reporting mechanisms used, including a description of any reports you produced.

4. Working Independently

Describe one example of an assignment which best demonstrates your ability to work independently, such as coordinating program activities/events. For each example, describe your role, where you worked/volunteered and your level of responsibility for the outcome.

5. Working with Others as a Team

Applicant's Signature _____ Date _____

Give two examples of job responsibilities or assignments which best demonstrate your ability to work with others as a team. For each example, indicate when and where the experience was obtained, and: The type and size of project or assignment that you worked on with others (e.g., events, special projects, process improvements).

- How you contributed to resolving conflict.
- How you contributed to reaching consensus.
- How you contributed to finishing a task.

6. General Computer Skills

Check (✓) the appropriate boxes that BEST describe your skill/experience in performing the database and spreadsheet functions using T, G or A (see below) and indicate years and months of experience:

(T) Training Only (G) General Skill/Knowledge (A) Advanced Skill/Knowledge

Word Processing Software	T	G	A	# of years	# of months
MS Word-PC					
Microsoft Word-MAC					
WordPerfect					
Other: _____					

Communications / Networking	T	G	A	# of years	# of months
Internet					
Electronic Mail					
Outlook					
Other: _____					
Other: _____					

Publishing / Presentation Software	T	G	A	# of years	# of months
PowerPoint					
Publisher					
PageMaker					
Webpage Revisions and update					
Other	T	G	A	# of years	# of months
Finance Banner System					
Student Banner Info System					
Adobe Acrobat					
Other: _____					

7. Database Management / Spreadsheet Skills

Please indicate years of experience and check (✓) the appropriate boxes that BEST describe your skill/experience in performing the database and spreadsheet functions on the **next page**.

Microsoft Access or other database system: _____	# YRS EXP	ABILITY & SKILL LEVEL				
		No Exp or Training	Training Only	Limited or Basic Skill & Ability	Fully Proficient or Intermediate Skill & Ability	Expert or Advanced Skill & Ability
Update/Maintain Database						
Create Simple Databases & Tables						
Data entry						
Create a Form						
Create and Apply Basic Filter						
Create, Run, & Modify Query						
Create Simple Tabular Report						
Add a Memo Field to Table						
Create Relationship between Tables						
Design a Custom Form						
Extract Info from Multiple Tables						
Create COMPLEX Databases						
Create & Modify a Chart						
Export Access Datasheet to MS Excel						
Create & Run a Database Macro						
Include Multiple Conditions in a Query						
Microsoft Excel or other spreadsheet system: _____	# YRS EXP	ABILITY & SKILL LEVEL				
		No Exp or Training	Training Only	Limited or Basic Skill & Ability	Fully Proficient or Intermediate Skill & Ability	Expert or Advanced Skill & Ability
Update/Maintain Spreadsheet						
Data entry						
Insert & Delete Rows & Columns						
Add Border & Shading to a Worksheet						
Adjust Column Width in a Worksheet						
Move & Copy Cell Entries						
Use PMT & FV Function						
Use the "IF" Function						
Modify & Enhance a Basic Chart						
Use DATE & NOW functions						
Freeze Window Panes						
Insert Comments into a Worksheet						
Import & Export Data from Other Applications						
Create COMPLEX Spreadsheets						

Applicant's Signature _____ Date _____
 2009-027JL