



Human Resource Services
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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.

EVERGREEN

Key Skills and Abilities Inventory

Performing Arts Technical Director 2009-028MJL

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 below. Your skill and ability may be gained in any setting, such as previous employment, schooling or volunteer time. 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.

1. ABILITY TO WORK WITH THE PUBLIC OR SPECIAL GROUPS

Evaluate your ability to work with various kinds of people such as students, staff, faculty, performing artists, volunteers and people of diverse cultural backgrounds. Use examples from previous experience to explain your answer.

2. ABILITY TO SUPERVISE

Describe your experience/training in supervising or leading other staff. Describe the types of position/jobs you supervised, the work directed, and the extent of your responsibilities for hiring, training, professional development, performance management and evaluation, and discipline. If you have skill or ability to provide technical or safety training, please describe that experience as well.

3. SIGNIFICANT ACCOMPLISHMENTS

Describe at least one your most significant accomplishments in production/technical production and for performing arts events that best demonstrate your skills and abilities to perform the work in a leadership capacity under pressure. For each accomplishment, include your position at the time, approximate dates, your specific duties, level of responsibility, and strategies you may have used for your example regarding collaboration, innovation, leadership, creativity and/or problem solving.

4. MANAGING RESOURCES

Describe management responsibilities you have had managing physical, fiscal or human resources. Include in your description the specifics of estimating staffing and resources, budget development, budget monitoring, coordinating schedules, evaluating programs and any other management function you performed.

5. DESIGN EXPERIENCE

Describe your collaborative approach to the process of design for a theatrical production. Explain your role, planning and the skills you used in its execution.

Applicant's Signature _____ Date _____

6. PERFORMING ARTS TECHNICAL AREAS

Check the boxes below that match your skill/ability level:

	# Of Years				Skill and Ability Level			
	1-2 years	2-3 years	3-4 years	4+ years	No Exp or Training	Limited Experience and Knowledge, or Training Only (does infrequently; needs assistance)	Satisfactory Skill/Knowledge (does regularly; needs help on occasions)	Advanced Skill (Does independently; fully proficient)
Stage Rigging & Machinery								
Light Hanging & Focusing								
Metal Working Equipment								
Wood Working Equipment								
Scenic Painting								
Costuming								
Computer Graphics/CAD								
Video/Film/Multimedia								
Audio/Visual Recording & Editing								
Audio/Visual Presentation Equipment								
Coordinating Technical Lighting Design & Execution								
Coordinating Scenic Painting of Stage Sets								
Coordinating the Technical Design of Stage Sets								
Coordinating the Technical Design of Costumes								
Coordinating the Technical Construction of Costumes								

Applicant's Signature _____ Date _____