

EVERGREEN

Human Resource Services
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<http://www.evergreen.edu/employment/staffjobs.htm>

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

The Evergreen State College
KEY SKILLS AND ABILITIES INVENTORY
Photographer 2
2010-001SM

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.

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 8 QUESTIONS:

1. PHOTOGRAPHIC PRODUCTION FOR CLIENTS

Give us two examples that describe your experience with planning, negotiating, and collaborating with clients and/or editors in the conceptual, logistical, and technical aspects of producing a publication.

Include in your examples:

- Your position title or role (e.g. staff, student, volunteer, etc.);
- When and where the experience was obtained;
- Specific examples of what you produced / contributed;

2. PROFESSIONAL PHOTOGRAPHIC SKILL AND ABILITY

Briefly describe your professional photographic skill, ability and experience.

Include in your example:

- Your position title or role (e.g. staff, student, volunteer, etc.);
- When and where the experience was obtained; and
- How you acquired skill and ability in professional photography.

3. WORKING WITH CUSTOMERS

Describe two examples of your experience dealing tactfully, courteously and effectively with customer and / or clients in a diverse and / or multi-cultural environment, e.g., the workplace.

Include in your example:

- Your position title or role (e.g. staff, student, volunteer, etc.);
- When and where the experience was obtained;
- What you did (e.g., provided technical instruction; coordinated projects/activities; provided information, your level of responsibility for customer satisfaction.);
- Who you interacted with (e.g. students, faculty, staff, clients, people with diverse cultural and socio-economic backgrounds, people of color, individuals with disabilities, etc.); and
- What was the result?

4. SIGNIFICANT PROFESSIONAL PHOTOGRAPHY ASSIGNMENTS

Describe two of your most significant professional assignments or job duties in photography. These may stand out for reasons of their overall success, or perhaps because they were difficult to execute.

Include in your example:

- Your position title or role (e.g. staff, student, volunteer, self assigned, etc.);
- When and where the experience was obtained;
- Your specific task/s and level of responsibility; and
- Information on the subject matter, media used, client and any relevant exhibits of your work.

QUESTIONS CONTINUED ON NEXT PAGE

Applicant's Signature _____ Date _____
2010-001SM

5. DIGITAL WORKFLOW

Tell us about your ability to coordinate digital workflow including managing assignments, image editing, cataloging and data storage.

Include in your example:

- Your position title or role (e.g. staff, student, volunteer, etc.);
- When and where the experience was obtained; and
- Your specific task/s and level of responsibility.

6. EXPERIENCE IN VARIOUS PHOTO AND PHOTO RELATED MEDIA

Provide at least one example of the kinds of media output you select to present your work. Image output may take the forms of traditional print publication, print exhibitions, web galleries and online magazines, and digital multimedia presentations.

Include in your example:

- Your position title or role (e.g. staff, student, volunteer, etc.);
- When and where the experience was obtained;
- Why the chosen media was best for conveying your message.
- Your collaboration (if any) with designers and technicians.

FOR THE FOLLOWING QUESTIONS, INDICATE YOUR NUMBER OF YEARS OF EXPERIENCE AND YOUR LEVEL OF SKILL AND ABILITY FOR EACH TASK / TYPE OF EQUIPMENT:

7. ABILITY TO USE PHOTOGRAPHIC EQUIPMENT

Check (✓) the appropriate boxes that BEST describe your skill and ability with equipment listed below:

<u>Photographic Equipment</u> Ability to use and maintain digital and analog photographic equipment	# YRS EXP.	ABILITY & SKILL LEVEL				
		No Exp. or Training	Training Only	Limited or Basic skill & ability	Fully Proficient Intermediate Level Skill & Ability	Expert or Advanced Skill & Ability
Professional Film cameras – medium and large format						
Digital SLR Cameras						
Studio Lighting equipment and Digital printers						
Portable flash systems						

QUESTIONS CONTINUED ON NEXT PAGE

8. ABILITY TO PRODUCE PHOTOGRAPHIC IMAGES WITH FILM and DIGITAL TOOLS

Check (✓) the appropriate boxes that BEST describe your skill and ability with tools listed below:

Photographic Skill Ability to produce professional level photographic images	# YRS EXP.	ABILITY & SKILL LEVEL				
		No Exp. <u>or</u> Training	Training Only Limited Skill	Basic skill & ability	Fully Proficient Intermediate Level Skill & Ability	Expert or Advanced Skill & Ability
Studio Photography for documenting artwork or product photography						
Color Management for screen and print output						
Digital Editing/Retouching						
Multimedia or web design and implementation						