

UTemp Candidate Skills Questionnaire

Your name: _____

Accountant
Accounts Payable (A/P)
Accounts Receivable (A/R)
Adobe Flash
Adobe Illustrator
Adobe InDesign
Adobe Photoshop
AJAX
ARIBA eProcurement
ARIBA eReimbursement
ARIBA eTravel
ARIBA Non-PO
ARIBA PO
ASP.net
AutoCAD
Barista
Budget Activity Report (BAR)
Budget Status Report (BSR)
Budget System (BGT)
C
C#
C++
Cashier
Catalyst (Surveys)
Catering
Certified Nursing Assistant (CNA)
Cook
Custodial
Customer Service
Data Analysis
Data Entry (10-key numeric)
Data Entry (alphanumeric)
Degree Audit Reporting System (DARS)
Dental Administration
Development / Fundraising
Dreamweaver
Drupal

Electrician
Electronic Academic Records System (EARS)
Electronic Scheduling
EndNote
EPIC
Event Planning
Exception Time Reporting (ETR)
Filemaker
Filing
Financial Accounting System (FAS/FIN)
Food Service
Food Worker Card (current & valid in King county)
Foreign language - French (fluent/able to translate)
Foreign language - Mandarin (fluent/able to translate)
Foreign language - Spanish (fluent/able to translate)
Foreign language - Other (fluent/able to translate)
Forklift
Google Calendar
Google Docs
Grants Fiscal
Grants Writing
Graphic Design
Higher Edu Payroll/Personnel System (HEPPS)
HIPAA
HTML
Human Resources (HR)
Human Resources Information Systems (HRIS)
IT/Helpdesk
IT/Programming
JAVA
JAVA Script
jQuery
Kronos
Legal Terminology
Linux OS
Lynx
Macintosh Computer (Mac)

Please 'X' any skills that you currently possess

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Mail Merge
Management
Medical Assistant
Medical Billing
Medical Records
Medical Terminology
Medical Transcription
Meeting Minutes
Moving/Lifting
MS Access
MS Excel
MS Outlook
MS PowerPoint
MS Project
MS Publisher
MS SharePoint
MS Visio
MS Word
MyFinancial.desktop (MyFD)
MyGradProgram
National Institute of Health (NIH)
Non-UW Travel
Online Payroll Update System (OPUS)
Online Work Leave System (OWLS)
Pallet Jack
Parking Services
Patient Care Coordinator (PCC)
Patient Services Specialist (PSS)
Payroll
Perl
Personal Computer (PC)
Petty Cash
Phlebotomy
PHP
Positive Time Reporting (PTR)
ProCard
Project Management
Proofread / Editing
PurchasePath

Purchasing
Purchasing Accounting System (PAS)
Python
Quickbooks
Reception
Reconcile Accounts/Transactions
Records Management
Reimbursement
Retail
Ruby
Security
Social Media (Twitter, Facebook, Tumblr, etc)
SQL
SQL - MySQL
SQL Server
Student Database System (SDB)
System to Administer Grants Electronically (SAGE)
Transcription
Usher
WA State Driver's License
Warehouse
Web Design
Workday (Software Administration)

What levels of education have you completed?

High School Diploma or GED
Associates Degree
Bachelors Degree
Masters Degree
Doctorate Degree (Ph.D/JD)

What types of assignments are you available for?

Short-term (1-2 weeks or less)
Long-term (3 weeks or more)
Full-time (35-40 hours/week)
Part-time (Less than 35 hours/week)
Single-Task Assignments (e.g. all filing, etc.)

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Which areas are you qualified for, and interested in working?

- Administrative** - Program coordinator, event planning, meeting scheduling, project management.
- Clerical** - Program Assistant level, one duty jobs, reception, filing, data entry.
- Fiscal** - Accountants, CPAs, bookkeepers, etc.
- Healthcare** - Healthcare environment, performing patient services, billing, clinic reception.
- Research** - Often lab related research, but includes academic or project-specific.
- Retail** - Customer service to walk-in customers. May include cash-handling.
- Trades/Services** - Manual and skilled labor. May require repeated heavy lifting, twisting, bending.
- Technology** - Programming, web development, help desk, software and hardware.

Which UW locations are you available to work in?

- | | |
|--|--|
| <input type="checkbox"/> Seattle Campus | <input type="checkbox"/> UW Tacoma |
| <input type="checkbox"/> Harborview Medical Center | <input type="checkbox"/> Northgate |
| <input type="checkbox"/> UW Medical Center (UWMC) | <input type="checkbox"/> South Lake Union / Eastlake |
| <input type="checkbox"/> Downtown Seattle | <input type="checkbox"/> Health Sciences Center |
| <input type="checkbox"/> Sand Point | <input type="checkbox"/> Snohomish County |
| <input type="checkbox"/> UW Bothell | <input type="checkbox"/> Bellevue/Eastside |

What days of the week, and shifts, are you available to work?

- | | |
|------------------------------------|---|
| <input type="checkbox"/> Monday | <input type="checkbox"/> 1st Shift: Morning to afternoon (e.g. 8AM-5PM) |
| <input type="checkbox"/> Tuesday | <input type="checkbox"/> 2nd Shift: Afternoon to evening (e.g. 2PM-9PM) |
| <input type="checkbox"/> Wednesday | <input type="checkbox"/> 3rd Shift: Evening to morning (e.g. 9PM-6AM) |
| <input type="checkbox"/> Thursday | <input type="checkbox"/> Rotating or Variable |
| <input type="checkbox"/> Friday | <input type="checkbox"/> Holidays |
| <input type="checkbox"/> Saturday | |
| <input type="checkbox"/> Sunday | |

What is the minimum hourly wage you'd consider?

\$ _____ per hour

Thank you for completing this profile update form!

Please ensure your contact information and resume are up to date on UW Hires by logging on to:

<https://uw hires.admin.washington.edu/eng/candidates/default.cfm>