Please 'X' any skills that you <u>currently</u> possess

UTemp Candidate Skills Questionnaire

Your name: _____

Pronouns: _____

	Accountant		Electrician
	Accounts Payable (A/P)		Electronic Academic Records System (EARS)
	Accounts Receivable (A/R)		Electronic Scheduling
	Adobe Flash		EndNote
	Adobe Illustrator		EPIC
	Adobe InDesign		Event Planning
	Adobe Photoshop		Exception Time Reporting (ETR)
	AJAX		Filemaker
	ARIBA eProcurement		Filing
	ARIBA eReimbursement		Financial Accounting System (FAS/FIN)
	ARIBA eTravel		Food Service
	ARIBA Non-PO		Food Worker Card (current & valid in King county)
	ARIBA PO		Foreign language - French (fluent/able to translate)
	ASP.net		Foreign language - Mandarin (fluent/able to translate)
	AutoCAD		Foreign language - Spanish (fluent/able to translate)
	Barista		Foreign language - Other (fluent/able to translate)
	Budget Activity Report (BAR)		Forklift
	Budget Status Report (BSR)		Google Calendar
	Budget System (BGT)		Google Docs
	C		Grants Fiscal
	C#		Grants Writing
	C++		Graphic Design
	Cashier		Higher Edu Payroll/Personnel System (HEPPS)
	Catalyst (Surveys)		HIPAA
	Catering		HTML
	Certified Nursing Assistant (CNA)		Human Resources (HR)
	Cook		Human Resources Information Systems (HRIS)
	Custodial		IT/Helpdesk
	Customer Service		IT/Programming
	Data Analysis		JAVA
	Data Entry (10-key numeric)		JAVA Script
	Data Entry (alphanumeric)		jQuery
	Degree Audit Reporting System (DARS)		Kronos
	Dental Administration		Legal Terminology
	Development / Fundraising		Linux OS
	Dreamweaver		Lynx
	Drupal		Macintosh Computer (Mac)

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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?

- [ ] Seattle Campus
- [ ] Harborview Medical Center
- [ ] UW Medical Center (UWMC)
- [ ] Downtown Seattle
- [ ] Sand Point
- [ ] UW Bothell
- [ ] UW Tacoma
- [ ] Northgate
- [ ] South Lake Union / Eastlake
- [ ] Health Sciences Center
- [ ] Snohomish County
- [ ] Bellevue/Eastside

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

- [ ] Monday
- [ ] Tuesday
- [ ] Wednesday
- [ ] Thursday
- [ ] Friday
- [ ] Saturday
- [ ] Sunday
- [ ] 1st Shift: Morning to afternoon (e.g. 8AM-5PM)
- [ ] 2nd Shift: Afternoon to evening (e.g. 2PM-9PM)
- [ ] 3rd Shift: Evening to morning (e.g. 9PM-6AM)
- [ ] Rotating or Variable
- [ ] Holidays

What is the minimum hourly wage you'd consider for a temporary position?

$ _____ 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://uwhires.admin.washington.edu/eng/candidates/default.cfm