

Lock Haven University

Student Technician Application

Department of Computing and Instructional Technology Use Only

Date Interviewed: _____

Comments: _____

Date hired: _____ Email _____ Schedules _____

***** **PRINT CLEARLY** *****

Name: (First) _____ (MI) _____ (Last) _____ **Do you have a SSN? Yes / No**

Local Address: _____

Local Phone: _____ **Major:** _____ **Expected Graduation:** _____

Home Address: _____

Home Phone: _____ **Current GPA:** _____ **Semester Applying for:** _____

Cell Phone: _____

LHU Email Address (one letter/number per space) _____ @lhup.edu

Employment Status: (check one) **Work Study:** _____ **Eligible hours per week:** _____

Campus Employment _____

Number of hours you would like to be scheduled for, if available _____ (20 maximum)

***** Check ALL available work hours (ex: available between 1pm and 2pm, check 1pm slot).** Please take into consideration meals, clubs, fraternities, sororities, and any other extra curricular activities. **For current semester available hours, please go to: [http://www.lhup.edu/mparment/Office/CIT%20Student%20Tech Application.pdf](http://www.lhup.edu/mparment/Office/CIT%20Student%20Tech%20Application.pdf)** (use as a guideline ONLY, you should check ALL available hours).

	Mon.	Tues.	Wed.	Thurs.	Fri.
7:00	_____	_____	_____	_____	_____
8:00	_____	_____	_____	_____	_____
9:00	_____	_____	_____	_____	_____
10:00	_____	_____	_____	_____	_____
11:00	_____	_____	_____	_____	_____
12:00	_____	_____	_____	_____	_____
13:00 (1:00)	_____	_____	_____	_____	_____
14:00 (2:00)	_____	_____	_____	_____	_____
15:00 (3:00)	_____	_____	_____	_____	_____
16:00 (4:00)	_____	_____	_____	_____	_____
17:00 (5:00)	_____	_____	_____	_____	_____
18:00 (6:00)	_____	_____	_____	_____	_____
19:00 (7:00)	_____	_____	_____	_____	_____
20:00 (8:00)	_____	_____	_____	_____	_____
21:00 (9:00)	_____	_____	_____	_____	_____

Please check ALL available hours

Please check ALL available hours

Completed applications can be returned to Robinson 506

***** This application is valid for the semester applied for ONLY. If you are not hired for the currently semester, you must complete a new application for future semester employment opportunities.**

*** Are you currently employed with another department on campus? Yes / No
 With whom? _____ Extension _____ Number of hours per week _____

Have you ever been hired on LHU campus previously (not including your present position)?

Department: _____
 Immediate Supervisor: _____
 Job Description: _____
 Dates Worked: _____
 Reason for leaving: _____

Most recent Employer (Off Campus) (Please provide all information)

Company: _____
 Immediate Supervisor: _____
 Address: _____
 Phone Number: _____
 Date Left: _____
 Reason for leaving: _____
 Briefly describe duties: _____

List any activities you are involved in:

List all skills you possess that will assist you as a student technician:

Why should I hire you?

Have you taken CISC150? Yes / No Grade? _____ COMP160? Yes / No Grade? _____

Self-Evaluation

	NONE	Poor	Average						PERFECT		
Proficiency with Windows Vista	0	1	2	3	4	5	6	7	8	9	10
Proficiency with Macintosh OS	0	1	2	3	4	5	6	7	8	9	10
Proficiency w/ Cisco Clean Access	0	1	2	3	4	5	6	7	8	9	10
Reformatting a Hard Drive	0	1	2	3	4	5	6	7	8	9	10
Cleaning Viruses from Hard Disk	0	1	2	3	4	5	6	7	8	9	10
Software Troubleshooting Skills	0	1	2	3	4	5	6	7	8	9	10
Download and Install Drivers	0	1	2	3	4	5	6	7	8	9	10
Ability to pickup new information	0	1	2	3	4	5	6	7	8	9	10
Wireless Connectivity	0	1	2	3	4	5	6	7	8	9	10
Work Unsupervised	0	1	2	3	4	5	6	7	8	9	10
People Skills	0	1	2	3	4	5	6	7	8	9	10
Self Starter	0	1	2	3	4	5	6	7	8	9	10
Takes Orders Well	0	1	2	3	4	5	6	7	8	9	10
Trustworthiness / Reliability	0	1	2	3	4	5	6	7	8	9	10
Attitude	0	1	2	3	4	5	6	7	8	9	10
Personal Cleanliness	0	1	2	3	4	5	6	7	8	9	10
Overall Personal Rating	0	1	2	3	4	5	6	7	8	9	10

***** NOTE *****

The following questions will help determine your current level of computer related skills. Please answer all questions as accurately as possible, you may be asked to demonstrate several during the interview process. Skill level alone does not determine hire ability, but will assist me in training student employees.

***** Accurately assess your computer skills *****

Use the following questions as a guide for rating yourself.

Do you know what ? is? OR Do you know how to...?

Macintosh

All questions below are based on the Macintosh desktop. Please use caution when answering. Please check applications you have used and rate yourself from 0 – 10 [0 = Have never used, 1 = minimal experience, 5 = average experience, and 10 = perfection (cannot learn any more about this area)]

Macintosh Desktop	Rating
Desktop (using and identifying)	_____
MultiFinder: What is its main purpose and where is it located	_____
<hr/>	
Using a floppy / USB Drive / CD-R / CD-RW in a Mac environment	_____
Find available space	_____
Burn data to CD	_____
Format a floppy	_____

Windows XP and Vista

All questions below are based on the Window NT desktop program. Please use caution when answering. Please check applications you have used and rate yourself from 0 – 10 [0 = Have never used, 1 = minimal experience, 5 = average experience, and 10 = perfection (cannot learn any more about this area)]

Windows Vista Desktop	XP	Vista
Desktop (using and identifying)	_____	_____
Opening/ Closing/Minimize/Maximize a window	_____	_____
Accessing a student's home/web space directory (shrike)	_____	_____
Accessing Home (H:) space via Internet Explorer	_____	_____
Setup personal profile (screensaver, desktop, etc)	_____	_____
Setup / Change lab printer(s)	_____	_____
What server are lab printers located on? _____		
Removing data from Home (H:) to free up storage space	_____	_____
Using a floppy / USB Drive / CD-R / CD-RW in a Windows environment	_____	_____
Determine available space	_____	_____
Burn data to CD	_____	_____
Format a floppy	_____	_____
Experience with CCA	_____	_____
What does CCA stand for? _____		
Experience with wireless connectivity on campus	_____	_____

Cross-Platform Applications

Please check applications and rate yourself from 0 – 10 [0 = Have never used, 1 = minimal experience, 5 = average experience, and 10 = PERFECTION (cannot learn any more about this area)]

Internet Explorer	Mac	XP	Vista
Accessing E-mail via LHU webpage	_____	_____	_____
Microsoft Outlook (Exchange Server Version)	Mac	XP	Vista
Setting up application to attach to student LHU email account	_____	_____	_____
Viewing folder sizes	_____	_____	_____
Is there a difference between Outlook Express and Outlook Exchange Server?	Yes / No		

Why or Why not? _____

Word Processing Applications

Mac XP Vista

List specific word processor programs you have used _____

Basic Skills (cut, paste, font, insert pictures, etc...) _____

Creating Headers and Footers _____

Create multiple columns within the same file _____

Spreadsheet Applications

Mac XP Vista

List specific spreadsheet programs you have used _____

Cut/Copy/Paste/Add/Delete Rows and Columns _____

Create formulas and perform various calculations _____

Create/ Edit a graph from specified data _____

Presentation Programs

Mac XP Vista

List specific presentation programs you have used _____

Insert and change slides _____

Insert Clipart/graphics/sounds/video clips _____

***** **PRINT CLEARLY** *****

Do you own a computer?

Yes / No

Are you currently connected to the internet?

Yes / No

Circle one: I currently use... dialup, DSL, cable modem, or other _____

Circle those that apply: I have experience with... dialup, DSL, cable modem, or other _____

For the following, if more space is needed, please use another sheet of paper.

Describe various computer experiences you have had

Describe various troubleshooting experiences you have had

Describe what you hope to gain by being employed as a Student Technician

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