

# Lock Haven University Computing Center Hotline / Lab Attendant Application

CIT Center Use Only

Date Interviewed: \_\_\_\_\_ Rate: L \_\_\_ F \_\_\_ H \_\_\_  
 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 (optional): \_\_\_\_\_ **LHU Email Address** \_\_\_\_\_@lhup.edu

Position applying for: Helpdesk \_\_\_\_\_ Lab Attendant \_\_\_\_\_

Employment Status: (check one) Work Study: \_\_\_\_\_ Eligible hours per week: \_\_\_\_\_ Campus Employ \_\_\_\_\_

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/Labs/labsch.htm> (use as a guideline ONLY, you should check ALL available hours).**

	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
0:00	_____	_____	_____	_____	_____	_____	_____
1:00	_____	_____	_____	_____	_____	_____	_____
2:00	_____	_____	_____	_____	_____	_____	_____
3:00	_____	_____	_____	_____	_____	_____	_____
4:00	_____	_____	_____	_____	_____	_____	_____
5:00	_____	_____	_____	_____	_____	_____	_____
6:00	_____	_____	_____	_____	_____	_____	_____
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)	_____	_____	_____	_____	_____	_____	_____
22:00 (10:00)	_____	_____	_____	_____	_____	_____	_____
23:00 (11:00)	_____	_____	_____	_____	_____	_____	_____

Please check ALL available hours

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Completed applications can be returned to Robinson 506

**\*\*\* This application is valid for the semester applied for ONLY. You must complete a new application for future semester employment opportunities.**

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\*\*\* 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 in the position you are applying for:

Why should I hire you?

Have you taken COMP150/CISC150? Yes / No

Grade? \_\_\_\_\_

<b>Self-Evaluation</b>											
	NONE		Poor			Average				PERFECT	
Proficiency with WindowsXP	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
Software Troubleshooting Skills	0	1	2	3	4	5	6	7	8	9	10
Phone Skills	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
People Skills	0	1	2	3	4	5	6	7	8	9	10
Work Unsupervised	0	1	2	3	4	5	6	7	8	9	10
Reliability	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	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 skills during the interview process. Skill level alone does not determine hire ability, but will assist me in training student employees to better assist users of the labs.

**\*\*\* 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)]

<b>Macintosh Desktop</b>	<b>Rating</b>
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)]

<b>Windows Vista Desktop</b>	<b>XP</b>	<b>Vista</b>
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	_____	_____
<b>Using a floppy / USB Drive / CD-R / CD-RW in a Windows environment</b>	_____	_____
<b>Determine available space</b>	_____	_____
<b>Burn data to CD</b>	_____	_____
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)]

<b>Internet Explorer</b>	<b>Mac</b>	<b>XP</b>	<b>Vista</b>
Accessing E-mail via LHU webpage	_____	_____	_____
<b>Microsoft Outlook (Exchange Server Version)</b>	<b>Mac</b>	<b>XP</b>	<b>Vista</b>
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 in the Computing Center**  
 \_\_\_\_\_  
 \_\_\_\_\_

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