

# Lock Haven University Computing Center Office Assistant 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

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).

Please check ALL available hours

	Mon.	Tues.	Wed.	Thurs.	Fri.
8:00	_____	_____	_____	_____	_____
9:00	_____	_____	_____	_____	_____
10:00	_____	_____	_____	_____	_____
11:00	_____	_____	_____	_____	_____
12:00	_____	_____	_____	_____	_____
13:00 (1:00)	_____	_____	_____	_____	_____
14:00 (2:00)	_____	_____	_____	_____	_____
15:00 (3:00)	_____	_____	_____	_____	_____

\*\*\*\*\* **PRINT CLEARLY** \*\*\*\*\*

Please explain any office experiences you have \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Describe various computer experiences you have had

\_\_\_\_\_  
 \_\_\_\_\_

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.

\*\*\* 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 an office assistant:

\_\_\_\_\_  
 \_\_\_\_\_

Why should I hire you?

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Have you taken COMP150/CISC150? Yes / No

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

### Self-Evaluation

	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 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...?

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

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 what you hope to gain by being employed in the Computing Center

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