Staff Software Skills Assessment Example

Name: _____ Date: _____

Please check the terms that best describe you.

1. How comfortable are you using software tools to accomplish work tasks?

_____☐_____ I'm very comfortable.

_____☐_____ I'm somewhat comfortable.

_____☐_____ I'm not comfortable at all.

2. Please rate your skill level with the following software.

Microsoft Word: ☐ Superior ☐ Proficient ☐ Basic ☐ Little or No Knowledge

Microsoft Excel: ☐ Superior ☐ Proficient ☐ Basic ☐ Little or No Knowledge

Microsoft PowerPoint: ☐ Superior ☐ Proficient ☐ Basic ☐ Little or No Knowledge

Microsoft Office 365: ☐ Superior ☐ Proficient ☐ Basic ☐ Little or No Knowledge

Adobe Acrobat (PDFs): ☐ Superior ☐ Proficient ☐ Basic ☐ Little or No Knowledge

ChildPlus: ☐ Superior ☐ Proficient ☐ Basic ☐ Little or No Knowledge

PROMIS[1]: ☐ Superior ☐ Proficient ☐ Basic ☐ Little or No Knowledge

COPA[2]: ☐ Superior ☐ Proficient ☐ Basic ☐ Little or No Knowledge

Teaching Strategies GOLD: ☐ Superior ☐ Proficient ☐ Basic ☐ Little or No Knowledge

Other (*write in:* _____): ☐ Superior ☐ Proficient ☐ Basic ☐ Little or No Knowledge

3. How comfortable are you learning new technology?

_____☐_____ I'm very comfortable.

_____☐_____ I'm open to the idea, but I need support.

_____☐_____ I'm not comfortable with technology, but I want to learn more.

_____☐_____ I'm not comfortable at all.

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[1] Program Resources and Outcome Management Information System

[2] Child Outcome, Planning & Administration data management software

4. Please list any technology trainings you have completed in the last two years.

5. What kind of technology training would be most helpful to you right now?