

Skills Audit Questionnaire



Please enter your personal details below. Thank you.

Name:

Department:

Position:

Number of years in this job:

Q1. Into which category does your job fit?

- | | |
|---|---|
| <input type="checkbox"/> Editorial, Publishing | <input type="checkbox"/> Administration |
| <input type="checkbox"/> Sales, Promotion, Marketing | <input type="checkbox"/> Customer Services, Direct Mail |
| <input type="checkbox"/> Contracts, Rights | <input type="checkbox"/> Distribution, Stock control, Warehouse |
| <input type="checkbox"/> Finance, Accounting services | <input type="checkbox"/> Office services |
| <input type="checkbox"/> Design, Production | <input type="checkbox"/> Human Resources |
| <input type="checkbox"/> Other <input type="text"/> | |

Q2. What type of computer do you use in your job?

- | | |
|--|---|
| <input type="checkbox"/> I don't use one | <input type="checkbox"/> PC |
| <input type="checkbox"/> Apple Macintosh | <input type="checkbox"/> Workstation system |

Q3. If you do not have access to a computer, do you think this would benefit you in your job?

- | | |
|-----------------------------|------------------------------|
| <input type="checkbox"/> No | <input type="checkbox"/> Yes |
|-----------------------------|------------------------------|

Q4. If you answered 'Yes' to Q3, please state how you think you would benefit from computer access?

Q5. If you have access to a computer, how is it used in your job?

- | | |
|---|---|
| <input type="checkbox"/> Not used at all | <input type="checkbox"/> Output used in job for decision making |
| <input type="checkbox"/> Reference | <input type="checkbox"/> Partially integrated into job function |
| <input type="checkbox"/> Feed information in | <input type="checkbox"/> Largely integrated into job function |
| <input type="checkbox"/> Used to monitor responses | |
| <input type="checkbox"/> Other <input type="text"/> | |

Q6. Do you update / enter any of the following kinds of data into a computer? Please tick all the relevant boxes.

- | | |
|---|--|
| <input type="checkbox"/> Customer information | <input type="checkbox"/> Sales information |
| <input type="checkbox"/> Product information | <input type="checkbox"/> Purchasing data |
| <input type="checkbox"/> Scheduling data | <input type="checkbox"/> Costings |
| <input type="checkbox"/> Customer orders | <input type="checkbox"/> Stock control |
| <input type="checkbox"/> Customer dues | <input type="checkbox"/> Financial data |
| <input type="checkbox"/> Customer credits | <input type="checkbox"/> Marketing information |
| <input type="checkbox"/> Customer returns | <input type="checkbox"/> None of the above |
| <input type="checkbox"/> Other <input type="text"/> | |

Q7. What software tools / applications are available to help you with your job?

- | | |
|---|---|
| <input type="checkbox"/> Database system | <input type="checkbox"/> Group diaries |
| <input type="checkbox"/> Desktop publishing package | <input type="checkbox"/> Word processor |
| <input type="checkbox"/> Workstation system | <input type="checkbox"/> End user reporting tools |
| <input type="checkbox"/> E-mail | <input type="checkbox"/> Internet |
| <input type="checkbox"/> Executive information system | <input type="checkbox"/> None of the above |
| <input type="checkbox"/> Spreadsheet application | |
| <input type="checkbox"/> Other <input type="text"/> | |

Q8. What software tools / applications, currently unavailable to you, would benefit you in your job?
(If none, please go to Q10).

- | | |
|--|---|
| <input type="checkbox"/> Database system | <input type="checkbox"/> Spreadsheet application |
| <input type="checkbox"/> Desktop publishing package | <input type="checkbox"/> Group diaries |
| <input type="checkbox"/> Workstation enquiries | <input type="checkbox"/> Word processor |
| <input type="checkbox"/> Workstation downloading | <input type="checkbox"/> End user reporting tools |
| <input type="checkbox"/> E-mail | <input type="checkbox"/> Internet |
| <input type="checkbox"/> Executive information systems | <input type="checkbox"/> None of the above |
| <input type="checkbox"/> Other <input type="text"/> | |

Q9. How do you think these software tools could help you in your job?

Q10. How would you describe your keyboard skills?

- | | |
|---|--|
| <input type="checkbox"/> Touch typing | <input type="checkbox"/> One or two fingers only |
| <input type="checkbox"/> Numeric pad best | |

Q11. Do you need better keyboard skills?

- | | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

Q12. How well do you understand the computer system you use? Please tick all the relevant boxes.

- | | |
|---|---|
| <input type="checkbox"/> Able to use icons and maximise / minimise a window | <input type="checkbox"/> Able to manage files and to secure data |
| <input type="checkbox"/> Able to move from one window to another | <input type="checkbox"/> Able to move between folders/directories |
| <input type="checkbox"/> Able to modify the appearance of the screen | <input type="checkbox"/> Able to set up new applications/printers |
| <input type="checkbox"/> Able to devise or amend own start-up routine | <input type="checkbox"/> Do not use a computer |

Q13. How did you learn to use your computer system?

Self taught

Formal off-job training

Taught by someone else at your desk or terminal

Other

Q14. Do you think that you would benefit from any additional training?

Yes

No

Q15. If you answered 'Yes' to Q14, please state what kind of training you would like to have.

Q16. Which spreadsheet application can you use?

(If you do not use a spreadsheet application, or have no knowledge of spreadsheets, please go to Q18).

Lotus

None

Microsoft Excel

I have no knowledge of spreadsheets

Other

Q17. How well do you know your spreadsheet application?

I can work on a given spreadsheet

I can consolidate two or more files

I can change the format of a spreadsheet

I can add graphics and other "add-ons"

I can add / delete rows and columns

I can use functions and sums

I can design a new spreadsheet

I can use password protection

Q18. If you have no knowledge of spreadsheets, do you think you would benefit from some training in this area?

No

Yes

Q19. Which word processing applications can you use?

None

Wordperfect

Microsoft Word

Other

Q20. How well do you understand your word processing application? Please tick the relevant boxes below.

Able to create, revise and print documents

Knowledge of complete repertoire of the package.

Able to use spellchecker, mail/merge and point size.

Q21. How did you learn to word process? Please tick the most appropriate box below.

Self taught

Formal off-job training

Taught by someone else at your place of work

Q22. If you do not have access to a word processing application, would you benefit from being able to use one in your job? If 'No' then you have finished this questionnaire.

Yes

No

Q23. If you answered 'Yes' to Q22, please state how you would benefit by using a word processing application in your job?

Thank you for your cooperation. Please return the completed form to the Personnel Department.