

LABBIE SKILLS SURVEY Name

Please complete this survey. Your responses will not affect your placement as an OPS student employee in the Writing Lab but will assist the Writing Lab Director and Writing Lab Manager in assigning your working title(s) once you are hired.

INTERPERSONAL SKILLS

Circle the adjective which best describes you when you interact with others.

Outgoing Friendly Talkative Personable Shy Withdrawn Other

Do you initiate conversations?

Always Almost Always Sometimes Never

ENGLISH LANGUAGE SKILLS

Rate your knowledge of spoken and written language skills.

None		Excellent	Good	Fair	Poor
Grammar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>				
Punctuation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>				
Capitalization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>				
Sentence Construction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>				
Spelling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>				

WRITING SKILLS

Rate your skills/knowledge in these areas.

None		Excellent	Good	Fair	Poor
Editing/Proofreading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>				
Creative Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>				
Business Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Academic Writing Skills

FOREIGN LANGUAGES KNOWLEDGE

Which foreign language(s) do you speak?

French Spanish Latin German Russian Other

RESEARCH KNOWLEDGE

Which documentation formats are you familiar with?

_____ Chicago Manual of Style
_____ APA
_____ MLA
_____ Turabian

COMPUTER PROGRAMS

Which of these programs are you familiar with?

_____ MS Word
_____ PowerPoint
_____ StyleEase
_____ StyleMaker
_____ File Maker Pro
_____ ScheduleView
_____ Excel
_____ Microsoft Publisher
_____ D2L (Desire to Learn) eLearning
_____ Outlook

COMPUTER SKILLS

What computer skills do you have?

_____ Networking
_____ Web Designing
_____ Hardware Maintenance
_____ Hardware Repair
_____ Software Maintenance
_____ Software Repair

ESL (English as a Second Language)

Have you had ESL experience or coursework Yes No

PRESENTATION SKILLS

Equipment you've used before

- _____ Laptop
- _____ LCD Projector
- _____ Overhead Projector
- _____ Presentation Experience (Describe)

AVAILABILITY

How many hours a week are you available to work? -
