

# Career Ladders – A.P.P.S.

## 2015/2016 Classified Employees' Survey

Classified employees, please complete this form and indicate (by checking) the workshops you are interested in attending for the Careers Ladders-A.P.P.S. 2015/2016. This survey will determine when and how many workshops will be planned in the upcoming school year. Therefore, your response will be highly appreciated.

Employee Name: \_\_\_\_\_

Classification: \_\_\_\_\_ Work Location: \_\_\_\_\_

Extension: \_\_\_\_\_ Cell#: \_\_\_\_\_

- Beginner:** creating, saving, printing, closing and opening a document; applying/changing font; paragraph alignment: left, center, right justify; inserting pictures
- Intermediate:** tabs; bullets; numbering; create tables; format tables; working with templates and forms
- Advanced:** adding watermarks; mail merge; headers/footnotes; columns

**MICROSOFT EXCEL (Please select level):**

- Beginner:** setting up worksheets; entering data; creating formulas; changing column widths
- Intermediate:** formatting numbers; formatting worksheets; using functions; sorting data
- Advanced:** inserting charts, objects and pictures; creating tables; creating formulas and IF functions; creating memorandums and forms

**MICROSOFT POWERPOINT/PUBLISHER (Please select level):**

- Beginner:** creating a presentation; adding slides to a presentation; applying themes to a presentation; inserting pictures
- Advanced:** changing the slide layout; inserting tables and charts; adding transitions and animations; adding sound effects

**HOW TO GIVE JOB - WINNING ANSWERS TO INTERVIEW QUESTIONS:** Are you losing job offers because your interview skills need polishing? If you are spending valuable time interviewing, and getting little results, this workshop is for you. Come hear testimonies from your co-workers who were very successful interviewers. Administrators will discuss their expectations for selecting the best candidates,

**HOW TO PREPARE FOR A WRITTEN EXAMINATION:** Written examinations are designed to test the knowledge, skills and abilities that are important for success in a job. This work shop will provide tips in testing taking strategies.

**LEARN TO SPEAK SPANISH:** This course is fun and easy to introduce non-bilingual employees to communicate using simple phrases commonly used at the school sites/departments to be able communicate with parents/community when answering the phones and greeting the public.

Please return this attached form to the *Office of the Personnel Commission* Attn: La Shawn Sanders, ASAP or no later than **Thursday, December 17, 2015**. Class selection and participation will be based on first come-first serve basis.

*Thank you in advance for assisting the Office of the Personnel Commission in this crucial process!*

