University of Virginia Competency Checklist

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Instructions : Many hiring officials use the competency checklist as an additional screening tool. Place an "X" in each box if you can demonstrate immediate proficiency in performing the work function listed beside the box.   Please keep the following in mind as you complete this form:

* You can select up to 75 competencies.

* Note that a general competency may be followed by a specific competency(ies). For instance, the general competency *use spreadsheet applications* is followed by examples of specific spreadsheet applications: *use Lotus 123, use Quattro Pro* and *use Excel*. You should check all general competencies as well as the specific competencies that you possess up to a maximum of 75.

* If a job posting specifies competency requirements, you must indicate possession of *all* competencies listed in the job posting in order to receive further consideration for that job vacancy.

* You may update your competency checklist as needed. Please note that each time you update your competencies, you *replace* all competencies you have previously submitted. Be sure to *re-list* competencies you wish to keep.

* A printout of your competency checklist is available upon request.

I certify that I am proficient in performing the work functions that I have designated as competencies on this form.

SIGNATURE	SOCIAL SECURITY #	DATE

Competencies Related to Administrative & Financial Services

General Administrative Services

- [ ] 1000 teach/train personnel
- [ ] 1001 supervise personnel
- [ ] 1005 prepare reports
- [ ] 1004 prepare statistical reports
- [ ] 1007 apply interview techniques
- [ ] 1010 develop programs
- [ ] 1011 develop policy
- [ ] 1012 coordinate programs
- [ ] 1014 perform organizational analysis
- [ ] 1018 apply marketing principles
- [ ] 1019 apply procurement principles
- [ ] 1020 administer contracts
- [ ] 1021 conduct needs assessment

- [ ] 1022 write grant proposals
- [ ] 1024 manage projects
- [ ] 1027 apply audit principles
- [ ] 1028 negotiate contracts
- [ ] 1029 write proposals
- [ ] 1030 apply federal grant regulations
- [ ] 1031 prepare forecasts
- [ ] 1032 conduct surveys
- [ ] 1033 apply investment principles
- [ ] 1100 analyze statistical information
- [ ] 1300 provide customer service
- [ ] 5367 apply fundraising principles
- [ ] 6005 prepare cost estimates
- [ ] 6006 plan work schedules

Financial/Fiscal Services

- [ ] 1009 manage operating budgets
- [ ] 1015 prepare financial statements
- [ ] 1016 analyze financial reports
- [ ] 1017 apply accounting principles
- [ ] 1023 develop budgets
- [ ] 1025 write budget justifications
- [ ] 1026 reconcile accounts
- [ ] 4105 process financial transactions
- [ ] 4110 process payroll
- [ ] 4112 process billing/collections

Office Support Services

- [ ] 1102 key data

- [ ] 4052 use dictaphone
- [ ] 4055 operate copier
- [ ] 4057 operate cash register
- [ ] 4100 provide reception services
- [ ] 4102 file documents
- [ ] 4103 apply telephone protocol
- [ ] 4108 apply office procedures
- [ ] 4113 order/receive merchandise
- [ ] 4114 maintain inventory
- [ ] 4115 keep records/logs
- [ ] 4116 schedule appointment/keep calendars
- [ ] 4126 perform medical transcription
- [ ] 4127 use patient scheduling system
- [ ] 4150 write correspondence
- [ ] 4404 operate switchboard
- [ ] 5353 proofread documents
- [ ] 5583 verify data

Computer Software Applications

- [ ] 1201 use database applications
- [ ] 1222 use dBase
- [ ] 1230 use Microsoft Access
- [ ] 1231 use Oracle applications
- [ ] 1034 use accounting applications
- [ ] 1202 use spreadsheet applications
- [ ] 1210 use Lotus 123
- [ ] 1220 use Quattro Pro
- [ ] 1224 use Excel
- [ ] 1228 use Lotus Notes
- [ ] 1229 use Powerpoint
- [ ] 1203 use desktop publishing applications
- [ ] 1214 use Adobe Pagemaker
- [ ] 1225 use Quark Xpress
- [ ] 1204 use graphics applications
- [ ] 1215 use Corel/DRAW
- [ ] 1217 use Freelance Graphics
- [ ] 1218 use Harvard Graphics
- [ ] 1205 use statistical applications
- [ ] 1209 use word processing applications
- [ ] 1211 use Wordperfect
- [ ] 1212 use Microsoft Word
- [ ] 1232 use Oracle Discoverer
- [ ] 1233 use Internet browser
- [ ] 1234 use e-mail
- [ ] 1235 use flowchart applications

- [ ] 1236 use document imaging applications
- [ ] 1237 use project management applications
- [ ] 1238 use Microsoft Project
- [ ] 4056 use microcomputer/pc
- [ ] 1219 use Macintosh computers

Competencies Related to Educational & Media Services

General Support

- [ ] 5190 counsel/advise students
- [ ] 5155 provide photographic services
- [ ] 5351 write articles
- [ ] 5352 perform graphic layout
- [ ] 5356 edit writing/documents
- [ ] 5357 perform graphic design
- [ ] 5358 illustrate information
- [ ] 5475 operate audio equipment
- [ ] 5476 operate video equipment
- [ ] 5477 operate projectors
- [ ] 5478 produce videos
- [ ] 5479 edit film

Library Services

- [ ] 5552 acquire library materials
- [ ] 5553 archive library materials
- [ ] 5554 conduct database searches
- [ ] 5555 catalogue library materials
- [ ] 5556 circulate library materials
- [ ] 5557 provide inter-library loan services
- [ ] 5558 process periodical/serials
- [ ] 5559 provide library reference service
- [ ] 5561 work with rare books/manuscripts
- [ ] 5562 use OCLC
- [ ] 5550 read/write foreign language
- [ ] 1500 read/write French
- [ ] 1501 read/write Spanish
- [ ] 1502 read/write German
- [ ] 1503 read/write Portuguese
- [ ] 1504 read/write Arabic
- [ ] 1505 read/write Chinese
- [ ] 1506 read/write Japanese
- [ ] 1507 read/write Russian
- [ ] 1508 read/write Slavic
- [ ] 1509 read/write Italian

Multimedia/Instructional Design

- [ ] 5480 develop multimedia applications
- [ ] 5481 convert image files
- [ ] 5482 Active X
- [ ] 5483 VRML
- [ ] 5484 3D Modeling
- [ ] 5485 data visualization software
- [ ] 5486 Visual Studio
- [ ] 5487 use Flash

Competencies Related to Engineering & Technology

Manage Computer Systems

- [ ] 5538 manage UNIX systems
- [ ] 5502 manage AS400 Systems Midrange Computer
- [ ] 5700 manage VMS systems
- [ ] 5701 manage WinNT/2000 Server Systems
- [ ] 5542 manage Novell
- [ ] 5702 manage MVS systems
- [ ] 5501 manage OS390 systems

Write Computer Programs

- [ ] 5518 develop software programs
- [ ] 5777 modify software programs
- [ ] 5520 write spreadsheet macros
- [ ] 5521 script math/statistical app
- [ ] 5522 program real-time systems
- [ ] 5759 develop Oracle Discoverer queries
- [ ] 5703 use Oracle development/query tools
- [ ] 5704 write PL/SQL programs
- [ ] 5512 write SPSS programs
- [ ] 5513 write SAS programs
- [ ] 5505 write Assembler programs
- [ ] 5507 write Fortran programs
- [ ] 5508 write COBOL programs
- [ ] 5529 write C programs
- [ ] 5705 write C++ programs
- [ ] 5706 write Mantis programs
- [ ] 5708 write Supra programs
- [ ] 5709 develop graphical interface applications
- [ ] 5547 develop apps for X
- [ ] 5548 develop Lotus Notes applications
- [ ] 5588 develop apps for MS Windows
- [ ] 5540 develop apps for Mac

- [ ] 5710 write Visual Basic programs
- [ ] 5711 write Java programs
- [ ] 5712 write Python programs
- [ ] 5713 write Oracle programs
- [ ] 5714 write parallel programs
- [ ] 5715 write Sybase programs
- [ ] 5716 write SGML
- [ ] 5717 write XML

Perform Web Site Design

- [ ] 5718 develop web pages
- [ ] 5719 perform web site design
- [ ] 5720 use web development applications
- [ ] 5721 write Cold Fusion programs
- [ ] 5722 write HTML
- [ ] 5723 write VBScript
- [ ] 5724 write JavaScript
- [ ] 5725 write Perl
- [ ] 5726 write PHP
- [ ] 5727 use web graphics packages
- [ ] 5728 use Fireworks
- [ ] 5729 use Dreamweaver
- [ ] 1216 use Framemaker
- [ ] 5730 use Front Page

Server Application Administration

- [ ] 5731 administer Apache Server
- [ ] 5732 administer IIS Server
- [ ] 5733 administer Sendmail Server
- [ ] 5734 administer POP/IMAP Server
- [ ] 5735 administer Microsoft SQL server
- [ ] 5736 administer MySQL Server
- [ ] 5737 administer Oracle Server
- [ ] 5775 administer Lotus Notes Server
- [ ] 5738 administer Sybase Server
- [ ] 5739 administer data base server
- [ ] 5740 administer web server
- [ ] 5741 administer streaming video servers
- [ ] 5776 administer mail server

Networking Infrastructure

- [ ] 5742 configure/maintain modem hardware
- [ ] 5743 configure/maintain ISDN
- [ ] 5744 configure/maintain ATM
- [ ] 5745 configure/maintain FDDI

- [ ] 5746 configure/maintain Video Conferencing
- [ ] 5747 configure/maintain wireless networking
- [ ] 5748 troubleshoot TCP/IP
- [ ] 5749 troubleshoot IPX/SPX
- [ ] 5750 troubleshoot Appletalk
- [ ] 5545 troubleshoot fiber Ethernet problems
- [ ] 5751 diagnose network hardware problems
- [ ] 5752 administer hub, switches & routers
- [ ] 5753 design network backbone

Database Administration

- [ ] 5754 data administration
- [ ] 5755 database administration
- [ ] 5519 develop databases
- [ ] 5756 write database applications
- [ ] 5757 develop Microsoft Access applications
- [ ] 5758 develop database queries
- [ ] 5760 develop Oracle databases
- [ ] 5761 develop Sybase databases
- [ ] 5762 develop data warehouse
- [ ] 5763 administer data security
- [ ] 5764 catalogue data
- [ ] 5765 create Enterprise data model

General Information Technology Support

- [ ] 5766 provide technical training
- [ ] 5767 provide help desk support
- [ ] 5768 provide end user consulting
- [ ] 5527 operate mainframe computers
- [ ] 5533 perform job set-up
- [ ] 5504 use JCL
- [ ] 5515 use TSO,OSPF
- [ ] 5516 use Roscoe
- [ ] 5769 manage Windows workstation
- [ ] 5770 manage Mac workstation
- [ ] 5539 write technical documents
- [ ] 5778 install fiber optic network hardware
- [ ] 5541 install/configure Ethernet hardware
- [ ] 5771 use GIS
- [ ] 5772 create Crystal Reports
- [ ] 5774 operate digital scanner

General Engineering Support

- [ ] 5600 design electronic equipment
- [ ] 5601 write equipment specs

- [ ] 5602 develop schematics
- [ ] 5603 block diagrams
- [ ] 5604 design digital circuitry
- [ ] 5605 design analog circuitry
- [ ] 6254 build digital circuitry
- [ ] 6255 build analog circuitry
- [ ] 6264 design microwave electronics
- [ ] 6265 troubleshoot electronic equipment
- [ ] 6267 fix radio communication problems
- [ ] 6268 fix microwave communication problems

Competencies Related to Research & Applied Sciences

General Research & Applied Science Support

- [ ] 5246 apply cGLPs
- [ ] 5551 apply research protocol
- [ ] 5580 develop test methods
- [ ] 5584 write research papers
- [ ] 5586 perform data analysis

Laboratory Services

- [ ] 5000 perform tissue culture
- [ ] 5001 use lab procedures
- [ ] 5002 perform assays
- [ ] 5003 perform spectroscopy
- [ ] 5004 perform chromatography
- [ ] 5005 perform electrophoresis
- [ ] 5006 use microscopes
- [ ] 5007 use electron microscope
- [ ] 5014 use histologic techniques
- [ ] 5070 perform animal surgery
- [ ] 5110 provide quality control
- [ ] 5150 use sterile technique
- [ ] 5151 prepare solutions/reagents
- [ ] 5152 prepare lab media
- [ ] 5153 perform chemical calculations
- [ ] 5154 provide animal care
- [ ] 5156 use centrifuge
- [ ] 5185 prepare tissue
- [ ] 5186 use microtome
- [ ] 5130 use pipette
- [ ] 5131 isolate & quantify nucleic acids/proteins
- [ ] 5132 calibrate lab instruments
- [ ] 5133 conduct qualitative analyses

- [ ] 5134 maintain tissue culture
- [ ] 5135 harvest cell lines
- [ ] 5136 process lab specimens
- [ ] 5137 use autoclave

Competencies Related to Health, Safety & Human Services

- [ ] 5100 provide patient care
- [ ] 5105 perform CPR
- [ ] 5114 provide patient education
- [ ] 5126 perform venipuncture
- [ ] 5300 prep patients for medical procedures
- [ ] 6208 apply safety principles
- [ ] 7203 administer first aid
- [ ] 7205 direct traffic
- [ ] 7206 perform security checks
- [ ] 8000 use American Sign Language
- [ ] 8001 use Sign English
- [ ] 4107 use medical terminology
- [ ] 5232 operate ECG machine
- [ ] 5241 apply CPT codes
- [ ] 5242 apply DRG codes
- [ ] 5243 apply ICD9 codes
- [ ] 5244 obtain pre-authorizations
- [ ] 5245 obtain re-certifications
- [ ] 5246 apply cGCPs
- [ ] 5247 maintain CTM
- [ ] 5248 perform patient assessment
- [ ] 5249 provide neonatal care
- [ ] 5250 provide pediatric care
- [ ] 5251 provide adult care
- [ ] 5252 provide geriatric care
- [ ] 5253 use anatomy principles
- [ ] 5254 use physiology principles
- [ ] 5255 administer pharmaceuticals
- [ ] 5256 provide exercise training

Competencies Related to Trades & Operations

Labor and General Operations

- [ ] 4405 ship merchandise
- [ ] 6007 perform manual labor
- [ ] 7051 food preparation

- [ ] 7154 use cleaning techniques
- [ ] 7208 perform heavy lifting
- [ ] 7603 use floor care equipment
- [ ] 7611 use landscape equipment
- [ ] 6500 perform landscape maintenance
- [ ] 7624 operate heavy equipment
- [ ] 7612 operate forklifts
- [ ] 7614 operate tractors
- [ ] 7615 operate backhoes or trackhoes
- [ ] 6120 install floor coverings
- [ ] 6523 install ceramic tiles

Printing & Copy Services

- [ ] 5404 operate binding equipment
- [ ] 5410 produce 4/color process printing
- [ ] 5411 perform digital prepress
- [ ] 5412 operate large production copiers
- [ ] 5413 operate color copiers
- [ ] 5420 perform litho-stripping
- [ ] 5421 operate offset presses

Skilled Trades

- [ ] 6001 read blueprints
- [ ] 6010 weld
- [ ] 6057 operate woodworking equipment
- [ ] 6058 operate machine shop equipment
- [ ] 6100 perform mechanical inspection
- [ ] 6101 perform mechanical maintenance
- [ ] 6102 perform mechanical repair
- [ ] 6130 install mechanical systems
- [ ] 6131 test mechanical systems
- [ ] 6121 perform carpentry
- [ ] 6124 perform finish carpentry
- [ ] 6126 perform cabinet making
- [ ] 6200 install electrical systems
- [ ] 6201 perform electrical maintenance
- [ ] 6202 perform electrical repair
- [ ] 6212 install high voltage systems
- [ ] 6213 maintain high voltage systems
- [ ] 6214 repair high voltage systems
- [ ] 6215 test high voltage systems
- [ ] 6216 install electronic circuitry
- [ ] 6250 maintain electronic circuitry
- [ ] 6251 repair electronic controls
- [ ] 6252 calibrate electronic controls

- [ ] 6257 use electronic test equipment
- [ ] 6300 perform elevator inspection
- [ ] 6301 perform elevator maintenance/repair
- [ ] 6321 maintain boilers
- [ ] 6323 operate boilers
- [ ] 6327 install steam distribution systems
- [ ] 6328 maintain steam distribution systems
- [ ] 6329 repair steam distribution systems
- [ ] 6330 test steam distribution systems
- [ ] 6331 install gravity fluid systems
- [ ] 6332 maintain gravity fluid systems
- [ ] 6333 repair gravity fluid systems
- [ ] 6334 install pressure distribution systems
- [ ] 6335 maintain pressure distribution systems
- [ ] 6336 repair pressure distribution systems
- [ ] 6337 test pressure distribution systems
- [ ] 6338 balance air flow
- [ ] 6339 balance water flow
- [ ] 6552 install plumbing
- [ ] 6355 install pneumatic controls
- [ ] 6340 maintain pneumatic controls
- [ ] 6341 repair pneumatic controls
- [ ] 6350 perform HVAC installation
- [ ] 6351 perform HVAC maintenance/repair
- [ ] 6353 perform HVAC inspection
- [ ] 6357 work with refrigeration systems
- [ ] 6359 cryogenic systems
- [ ] 6401 install & repair door hardware
- [ ] 6402 maintain & repair key systems
- [ ] 6404 perform key & lock work
- [ ] 6420 perform painting
- [ ] 6440 perform pest inspection
- [ ] 6441 prepare/use insecticides
- [ ] 6520 apply plaster
- [ ] 6521 lay brick
- [ ] 6522 place/finish concrete
- [ ] 6524 erect/repair lath
- [ ] 6554 remove asbestos
- [ ] 6575 fabricate sheet metal
- [ ] 6576 install sheet metal
- [ ] 6579 install/repair roofing
- [ ] 7617 perform vehicle maintenance
- [ ] 7618 perform vehicle repair
- [ ] 5406 Computer Aided Design

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