

Skills Inventory Worksheet Invitation to Compete #14-12

Please PRINT this page. Once you have completed this Skills Inventory worksheet, please submit it via mail to Human Resources, The Seattle Public Library, 1000 Fourth Avenue, Seattle, WA 98104, by fax at (206) 386-4129 or via mail to Ryan.Groce@spl.org **no later than 5 p.m. on Wednesday, June 20, 2012.**

Name: _____ Date: _____
PLEASE PRINT

Please rate yourself on your ability to perform the following tasks by placing a check mark "X" in the appropriate box. If you'd like to provide additional information, please use the comments section or an additional page.

<i>What level of experience and skill do you possess?</i>	None	Some	High Level	Comments
1. Ability to work independently.				
2. Ability to work various shifts (e.g. nights, weekends).				
3. Ability to work with difficult customers and situations.				
4. Ability to work constructively on a team.				
5. Ability to coordinate work involving multiple customers.				
6. Awareness of safe work practices.				
7. Awareness of "green" and environmentally-friendly cleaning products.				
8. Ability to work constructively with diverse styles and populations.				
9. Skill and knowledge in the use of cleaning products, practices and equipment.				
10. Experience using industrial cleaning equipment: e.g. high-speed floor machines, auto scrubbers, pressure-washers, carpet cleaners.				
11. Ability to manage your own time & workload.				
12. Skill and experience supervising a crew.				
13. Experience working with a union environment.				
14. Do you have a valid Washington state Driver's License?		Yes	No	

By signing below, I acknowledge that my personal assessment of my skills in the corresponding areas is accurate and represents my abilities, to the best of my knowledge.

Signature: _____ **Date:** _____

COMMENTS: _____
