





## GRADUATE ASSISTANT SKILLS QUESTIONNAIRE

Please rate your level of experience with each of the areas listed below. You do not have to be an expert in all areas to qualify for a position. We are looking for assistants with a variety of skills.

	Very Confident	Some Experience	No Experience
Library Research			
Use of Personal Computer			
Typing			
Interviewing			
Writing			
Statistics			
Basic research process			
Use of Software Programs			
Word processing (e.g., Word, WordPerfect)			
Spreadsheet (e.g., Excel, Lotus 123)			
Database management (e.g., Access, dBASE)			
Manuscript management (e.g., End Note, Ref Mgr.)			
Statistical packages (e.g., SPSS, Instat)			
Internet browsers (e.g., Netscape, Internet Explorer)			
Online Services (e.g., AOL, Prodigy, CompuServe)			
Searching Databases			
Editing Manuscripts			
Teaching			
Other (please specify)			
_____			
_____			
_____			

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