

Computer Skills for the Job Seeker

Troy Public Library ♦ Technology Department ♦ 248-524-3542 ♦ Techroom@troymi.gov

Name			
Address			
City		Zip	
Phone		Email	

Current employment status:

- Employed full-time
 Employed part-time
 Unemployed
 Self employed
 Retired

Please rate your skill in the following areas:

	Agree.....	Neutral.....	Disagree		
	1	2	3	4	5
I am knowledgeable about computers	1	2	3	4	5
I am able to use the keyboard and mouse	1	2	3	4	5
I am familiar with computer file types and file management	1	2	3	4	5
I know how to use Microsoft Word	1	2	3	4	5
I know how to write a resume	1	2	3	4	5
I frequently use the internet	1	2	3	4	5
I have and know how to use an email account	1	2	3	4	5
I know how to use the Library's online resources	1	2	3	4	5
I know how to find and apply for jobs online	1	2	3	4	5
I know how to use social networking sites (Facebook, LinkedIn)	1	2	3	4	5

What are your reasons for attending this class?

What information literacy or computer skills would you like to improve on during this class?

I would like to attend the following session:

- July 26-August 6, 10 am-2 pm
 September 27-October 8, 4-8 pm
 November 29-December 10, 10 am-2 pm

Terms and Conditions

- 1) Application in this course does not guarantee enrollment.** The number of participants will be limited to accommodate the facility and the parameters of the course.
- 2) If you are selected for this course, you must agree to attend all required classes.
- 3) This class is designed to improve computer and information literacy skills and does not guarantee employment.

Do you agree to these terms and conditions?

- Yes No

Signature _____ Date _____