**Please indicate the level of proficiency you have in the following skills.**

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| **General IT Skills These are the average IT skills required for all employees** | | | | | |
| **1 = None 2 = Some 3 = Average 4 = Good 5 = Expert** | **1** | **2** | **3** | **4** | **5** |
| Windows Operating System |  |  |  |  |  |
| Microsoft Office Suite |  |  |  |  |  |
| Open Office Suite |  |  |  |  |  |
| Macros \ VB Macros |  |  |  |  |  |
| Email Client Software e.g. Outlook, Thunderbird |  |  |  |  |  |
| Internet Research |  |  |  |  |  |
| Desktop Top Publishing |  |  |  |  |  |
| Presentation |  |  |  |  |  |
| Flow Diagrams |  |  |  |  |  |
| GIMP Editor |  |  |  |  |  |
| Microsoft Picture Manager |  |  |  |  |  |
| Adobe Creative Suite |  |  |  |  |  |
| Acrobat / PDF Reader |  |  |  |  |  |
| Flash /Shockwave / Air Player/ JAVA |  |  |  |  |  |

**The following tables of IT skills are specifically for technical posts and do not need to be completed by everyone.**

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| **Technical IT Skills These are the average IT skills required for all employees** | | | | | |
| **1 = None 2 = Some 3 = Average 4 = Good 5 = Expert** | **1** | **2** | **3** | **4** | **5** |
| **OPERATING SYSTEMS** | | | | | |
| Windows Server 2008 R2 |  |  |  |  |  |
| Windows Server 2012 R2 |  |  |  |  |  |
| Windows Server 2016 |  |  |  |  |  |
| Windows Desktop OS 7 |  |  |  |  |  |
| Windows Desktop OS 8.1 |  |  |  |  |  |
| Windows Desktop OS 10 |  |  |  |  |  |
| Linux Red Hat |  |  |  |  |  |
| Linux Ubuntu |  |  |  |  |  |
| Linux SUSE |  |  |  |  |  |
| UNIX |  |  |  |  |  |
| Mac OS |  |  |  |  |  |
| Powershell /Scripting |  |  |  |  |  |
| **SERVER TECHNOLOGIES** | | | | | |
| Active Directory |  |  |  |  |  |
| DHCP |  |  |  |  |  |
| **1 = None 2 = Some 3 = Average 4 = Good 5 = Expert** | **1** | **2** | **3** | **4** | **5** |
| DNS |  |  |  |  |  |
| WINS |  |  |  |  |  |
| Group Policy Objects |  |  |  |  |  |
| Printer Management |  |  |  |  |  |
| User Management |  |  |  |  |  |
| Account Management |  |  |  |  |  |
| File Management and Sharing |  |  |  |  |  |
| File Permissions and Security |  |  |  |  |  |
| Network Security |  |  |  |  |  |
| Windows Deployment Services |  |  |  |  |  |
| Microsoft Deployment Toolkit |  |  |  |  |  |
| System Center Configuration Manager |  |  |  |  |  |
| System Imaging |  |  |  |  |  |
| Software Deployment |  |  |  |  |  |
| Wireless Configuration  Ne |  |  |  |  |  |
| Network Policy Server |  |  |  |  |  |
| Web Server |  |  |  |  |  |
| MS SQL / MySQL |  |  |  |  |  |
| PHP Server |  |  |  |  |  |
| ASP.net Server |  |  |  |  |  |
| Licencing Server |  |  |  |  |  |
| Hyper-V |  |  |  |  |  |
| Virtual Machine Management |  |  |  |  |  |
| **NETWORKING** | | | | | |
| TCP/IP |  |  |  |  |  |
| UDP |  |  |  |  |  |
| IP v4 |  |  |  |  |  |
| IP v6 |  |  |  |  |  |
| Cabling |  |  |  |  |  |
| Router |  |  |  |  |  |
| Switches |  |  |  |  |  |
| Access Points |  |  |  |  |  |
| **HARDWARE** | | | | | |
| Server Build |  |  |  |  |  |
| PC Build |  |  |  |  |  |
| Laptop Build |  |  |  |  |  |
| Raid Configuration. Please state which level: |  |  |  |  |  |
| Hard Drive Configuration |  |  |  |  |  |
| LAN Configuration |  |  |  |  |  |
| BIOS Configuration |  |  |  |  |  |
| General Diagnostics |  |  |  |  |  |
| Troubleshooting |  |  |  |  |  |

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| **Programming Language Skills These are the average IT skills required for all employees** | | | | | |
| **1 = None 2 = Some 3 = Average 4 = Good 5 = Expert** | **1** | **2** | **3** | **4** | **5** |
| C# |  |  |  |  |  |
| C /C++ |  |  |  |  |  |
| .NET /ASP |  |  |  |  |  |
| Javascript |  |  |  |  |  |
| HTML5 /HTML |  |  |  |  |  |
| PHP |  |  |  |  |  |
| CSS |  |  |  |  |  |
| SQL |  |  |  |  |  |
| Visual Basic.net |  |  |  |  |  |
| Visual Basic |  |  |  |  |  |
| XML |  |  |  |  |  |
| Perl |  |  |  |  |  |
| Ruby /Ruby on Rails |  |  |  |  |  |
| Python |  |  |  |  |  |

**Please use the space below to note down any other IT Skills that you may have that would be relevant to the position applied for and the level of proficiency in that skill (e.g. SAGE for finance posts or Visual Studio for development posts)**

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