

DIRECTIONS: Please check the column that most applies to you and your company.

HOW IMPORTANT IS IT TO...	VERY IMPORTANT	IMPORTANT	SOMEWHAT IMPORTANT	NOT IMPORTANT
Have good keyboarding/word processing skills?				
Have knowledge of computers and computer software?				
Have good grammar skills?				
Be able to speak more than one language?				
Possess high-level math skills?				
Have post-graduate education?				
Have prior work experience?				
Possess leadership skills?				
Be a decision-maker?				
Have good communication skills?				
Be able to work well with others—be a team worker?				
Be able to adapt and be able to accept change?				
Be self-motivated?				
Be able to accept criticism?				
Be able to do multiple tasks?				
Be able to follow directions?				
Have a professional appearance?				
Have proper telephone etiquette?				
Have good attendance?				
Be punctual?				
Have a strong work ethic?				
Have a positive attitude?				
Other				

Name of Company _____

Survey completed by _____

1. How many employees do you have?

1-5 6-24 More than 25

2. Is your company's computer system networked? **Circle: yes no**

If yes, **circle: wireless hardware**

If yes, how many computers do you have?

3. Do you use the web for your business?

Circle: yes no

4. Does your company have its own homepage?

Circle: yes no

If so, please give the address

5. How do you use the Internet? **Circle: information buying/selling products research other**

6. Would a Microsoft Specialist Certification be a consideration in hiring?

Circle: Yes No

What software applications are used by your company? Check all that apply.

SOFTWARE APPLICATIONS: Word Processing Spreadsheet Database Desktop Publishing Web Page Presentation Software Linux Voice recognition Quicken Quick Books MS Money Windows (Version ___) Other _____	Yes _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____
WORD PROCESSING SOFTWARE: MS Word MS Works (word processing) Word Perfect Other _____	Yes _____ _____ _____ _____
SPREADSHEET/ DATABASE SOFTWARE: Access Excel Lotus Peach Tree Quattro Pro Other _____	Yes _____ _____ _____ _____ _____ _____
DESKTOP PUBLISHING SOFTWARE Corel Draw MS Front page MS Publisher PageMaker Print Shop Quark Adobe Other _____	Yes _____ _____ _____ _____ _____ _____ _____ _____
WEB PAGE SOFTWARE HTML Flash Dreamweaver Fireworks Other _____	Yes _____ _____ _____ _____ _____
INTEGRATED SOFTWARE Corel WordPerfect Suite Lotus Suite MS Office MS Works Other _____	Yes _____ _____ _____ _____ _____

PRESENTATION SOFTWARE	Yes
Corel Presentation	_____
Lotus Suite	_____
MS Office	_____
MS Works	_____
Other _____	_____