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|  | **CIVIL SERVICE****QUALIFICATIONS CHECK LIST****FOR HIRING UNITS** |
| This form is designed to assist the hiring unit to identify those skills that are applicable to this position. The information you provide will be used to advertise your position. Please complete this form and submit it along with the request for Civil Service Personnel. |
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| **Title of Position:** |       |
| **Hiring Official:** |       | **Department:** |       |
| **Contact Person:** |       | **Telephone:** |      -      |
| Please indicate the required skills for this vacant position. Complete only those areas that are applicable to this position. |
| **1.** | Computer Skills or Software - please be specific (i.e, spreadsheets, Access, Excel, Word, PowerPoint, Oracle. Please indicate if requesting basic or advance knowledge.) |
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| **2.** | Budget or Accounting Experience (i.e., CPA - Please indicate if requesting basic or advance knowledge) |
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| **3.** | Supervisory, Managerial Experience |
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| **4.** | Education (Please specify if experience will be accepted in lieu of education and vice versa.) |
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| **5.** | Communication, Writing, Editing, Presentation, Research |
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| **6.** | Policies, Procedures, State Laws, Rules, Regulations |
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| **7.** | Training/Certifications/Licenses |
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| **8.** | Other (Please be specific.) |
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| **Signature of Dean/Director/Fiscal Officer** |  | **Date** |

12/02