

Job Title: Admin II

Test: Basic Excel 2010

This test measures basic level of knowledge, skills and abilities of using Microsoft Excel 2010.

Is some level of the knowledge, skill, or ability listed above essential for job performance?

☒ Yes☐ No

Explain why or why not:

We use Excel daily in this position.

Is the knowledge, skill, or ability measured by this test required at the time of entry (hire, promotion, or transfer) into this job?

☒ Yes☐ No

The use of the above listed knowledge, skill, or ability is:

- ☐ NOT IMPORTANT: Trivial or of minor significance to job performance.
- ☐ OF SOME IMPORTANCE: Somewhat helpful, useful, and/or meaningful to job performance.
- ☐ IMPORTANT: Helpful, useful, and/or meaningful to job performance.
- ☒ CRITICAL: Necessary for job performance.
- ☐ EXTREMELY CRITICAL: Necessary for job performance but with greater consequences.

Opac Computer Test Example

David Haynes, Ros Cotton



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Readings in Information Retrieval Karen Sparck Jones, Peter Willett, 1997 This compilation of original papers on information retrieval presents an overview covering both general theory and specific methods of the development and current status of information retrieval systems Each chapter contains several papers carefully chosen to represent substantive research work that has been carried out in that area each is preceded by an introductory overview and followed by supported references for further reading

Microcomputer Applications in Transportation II Robert Stammer, Mark David Abkowitz, 1987

OPACs Frances Elisabeth Slack, 1991

Resources in Education, 1984

An Introduction to Computer-based Library Systems Lucy A. Tedd, 1993-11-30 Developments in the use of computer based library systems have progressed by leaps and bounds in recent years This third edition of Lucy Tedd's well known text reflects the changes and their current and potential effect on methods of communication information retrieval and library management In a general overview of new methods and systems the author describes developments in the storage and retrieval of information including search facilities inverted files and the MARC format The major impact of networks is assessed and there are numerous pointers to new sources of information such as publicly available databases Details are given of a wide range of products and systems for library management and case studies illustrate the practical operation of an international selection of libraries from Australia to Aberystwyth Providing a neat summary of the vast literature available with extensive references this concise but thorough introduction will be a rare treasury of information for both student and practitioner

OPACs and Beyond, 1989

Challenges of Information Technology Management in the 21st Century Information Resources Management Association. International Conference, 2000 As the 21st century begins we are faced with opportunities and challenges of available technology as well as pressured to create strategic and tactical plans for future technology Worldwide IT professionals are sharing and trading concepts and ideas for effective IT management and this co operation is what leads to solid IT management practices This volume is a collection of papers that present IT management perspectives from professionals around the world The papers seek to offer new ideas refine old ones and pose interesting scenarios to help the reader develop company sensitive management strategies

OPACs and the User, 1991

Computers in Libraries, 2007

Library & Information Sciences, 1991

Library Technology News, 1992

Documentation Abstracts, 1998

THE Journal, 1996

Influencing the System Designer Lorcan Dempsey, 1988

Resources in Education, 1984

The Software Encyclopedia 2000 Bowker Editorial Staff, 2000-05

OPAC Directory 1998 Bonnie R. Nelson, 1998 A near comprehensive guide to remotely available OPACs so that researchers can locate information

Canadian Library Journal, 1992

Culture Keepers II Stanton F. Biddle, 1995

European Library & Information Research Policy David Haynes, Ros Cotton, 1996

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