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**601 Reid Avenue, Fort Frances, ON P9A 0A2 (807) 274-9879**

***Employee Skills Inventory***

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| **Date:**  |

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| **Employee Name:** |  |
| **Job Title:** |  |
| **Department:** | **Library** |

***Please attach copies of achievement where possible***

***Formal Education:***

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| --- | --- | --- | --- | --- |
| **Academic Achievement** | **Name of Institution** | **Diploma/Degree/Major** | **Year(s) Completed** | **Job Related or Job Required?** |
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***Formal Professional Accreditation:* (Examples: Certificate of Qualification, Professional Designations, SOLS, OLSN, etc.)**

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| **Designation** | **Licensing Body/Association** | **Year Obtained** | **Job Related or Job Required?**  |
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***Computer Skills:* (Examples: Microsoft Office: Word, Excel, PowerPoint, Web Design, etc.)**

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| **Computer Skill** | **Location****(Town of Fort Frances, College, Institute/On-line)** | **Basic Level** | **Intermediate Level** | **Advanced Level** | **Job Related or****Job Required?** |
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***Technical Knowledge and Skills:* (Example: office equipment, Debit/Credit machines, scanners, etc.)**

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| **Equipment** | **Date Training Received** | **Years of Operating Experience** |
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**Other Skills Upgrade Training: (Example: Seminars, Workshops, Courses, Training, Professional Development, First Aid, WHMIS, AED, etc.)**

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| **Training** | **Location****(Town of Fort Frances, College, Institute/on-line)** | **Conducted by** | **Duration****(hrs/day)** | **Date Completed****(D/M/Y)** | **Job Related or****Job Required?** |
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