

Indiana State University
 PQ Supplement – Information Technology

Employee Information		Primary Job Focus (Check those that most closely describes your functional area)	
Name:		<input type="checkbox"/>	Planning
Employee ID:		<input type="checkbox"/>	Systems Development
Department:		<input type="checkbox"/>	Systems Maintenance
Job Title:		<input type="checkbox"/>	Operations
Position Start Date:		<input type="checkbox"/>	End-user Support
Supervisor's Name:		<input type="checkbox"/>	Evaluation of Office Computing Needs
		<input type="checkbox"/>	Other

Indicate below the number of end-users you support and the specific technologies you work with:

How many end-users do you directly support? Please describe:

How many IT professionals do you support? Please describe:

What specific technology or technologies (hardware and software) do you work with on the job? Please describe:

Indicate below your current formal education level, information technology training taken, and professional certifications you hold:

What is your education level? Include your major course of study.

What information technology training have you completed, other than through your major course of study?

What professional information technology certifications do you currently hold?

Indicate below what other positions you held prior to joining the University (last 3)

Company Name	Position Title	Type of Work Performed	Number Of Years
1			
2			
3			

Indicate below what other positions you have held within the University (last 3)

Department	Position Title	Type of Work Performed	Number Of Years
1			
2			
3			

SKILLS INVENTORY

Check the box for each skill level which most closely matches your own skill level **as it applies to your current position**. If you check *Not Applicable*, please indicate if your own skill level falls into one of the other three levels regardless of whether you are using this skill in your current job.

Skill		Not Applicable	Developing this Skill	Proficient In this Skill	Excel In this Skill
Planning	Evaluate new technologies				
	Establish School/University-wide architectures, standards, strategies				
	Establish School/University-wide technology implementation plans				
	Design server platforms				
	Design data, voice or video networks				
	Design project plans				
	Evaluate computing needs				
	Negotiate and maintain campus site licenses and volume purchase agreements				
	Establish or enforce policy				
System Development And Maintenance	Analyze business processes or system requirements and prepare specifications				
	Database Administration (design, implementation, monitoring, backup and recovery)				
	Data Modeling & Design				
	Code/test/debug/install/modify applications software				
	Integrate commercial and public domain software into University systems				
	Document proposals, applications, or processes				
	Assess information security requirements				
Operations	Configure and maintain server operating system and/or application				
	Configure and maintain server operating system and/or applications software				
	Monitor, troubleshoot, and improve operation of server platform				
	System Security (backups, patches/upgrades, integrity/configuration)				
	Monitor, troubleshoot, and improve operation of network electronics				
	Supervise production operations				
	Dispatch technicians for installation or repair				
End-User Support	Perform hardware installation or repair				
	Design, install and maintain audio/visual equipment				
	Provide primary technical support to end-users				
	Provide second level technical support to primary support providers				
	Perform hardware or software installation or repair				
	Design, implement, and/or manage workgroup LAN server and network				
	Document end user processes or operations				
	Provide instructional support to Faculty				
	Provide end-user training				

COMPETENCY INVENTORY

Check the box for each competency level which most closely matches your own competency level **as it applies to your current position**. If you check *Not Applicable*, please indicate if your own competency level falls into one of the other three levels regardless of whether you are using this competency in your current job.

Competency		Not Applicable	Developing This Competency	Proficient In this Competency	Excel In this Competency
Project Management	Administer, control and manage multiple projects and/or large, multi-organizational projects				
	Incorporate recommendations into ongoing operations				
	Complete projects in an accurate and timely manner				
	Seek out and tackle new assignments going beyond required results				
	Influence complex networks of others whose cooperation is needed for one's organization to succeed				
Interpersonal Skills	Deal effectively and professionally with all internal and external contacts				
	Use tact in dealing with others				
	Communicate in a clear, accurate, and well organized manner				
	Demonstrate responsive and expressive communication skills that encourage and stimulate an open exchange of ideas				
	Establish relationships with and influence complex networks of others				
Adaptability Flexibility	Utilize time effectively to meet demands of various projects and deadlines				
	Transition easily from one task to another				
	Initiate tasks on their own, doesn't need to wait for direction				
	Develop new techniques, approaches and/or procedures in the accomplishment of broadly defined objectives				
Strategic Thinking	Take individual initiative in keeping current on general business and technical issues through self-study				
	Create and support a learning environment which encourages experimentation strategic response				
	Understand rapidly changing environmental trends, market opportunities, and strengths and weaknesses of their own organization to identify the optimum				

Employee Signature		Date	
Supervisor's Signature		Date	