All Staff Technology Competencies Checklist

EMAIL	Yes	No	N/A	Initials
Is proficient with basic functions of assigned email application				
Accesses and is able to log in to Library's Email provider				
Receives, opens, forwards, and deletes email messages				
Composes, replies to, addresses, and sends email messages				
Sends, receives, and saves attachments				
Adds, deletes, and manages contacts and contact information				
Creates folders and files messages for retrieval as needed				
Follows proper email etiquette standards				
Is proficient with basic functions of assigned calendar application				
Can locate and view department calendar				
Resources from DigitalLearn.org for learning email basics				
Resources from DigitalLearn.org for learning email, beyond the basics				
Resources from GCFLearnFree.org for learning about Microsoft Outlook email				

HARDWARE	Yes	No	N/A	Initials
Recognizes and understands the basic computer components (computer, monitor, keyboard, mouse, power supply, and printer)				
Performs basic operations on computer hardware (plug in, start-up, shut-down, reboot, mouse functions, keyboard functions, uses headphones and speakers)				
Identify operating system version				
Identify hardware ports and accessories				
Recognizes mobile devices and is able to help with basic questions and find resources to be able to know how to use it				
Resources for getting started on a computer				
Resources from DigitalLearn.org for learning about mobile devices - Androids				
Resources from GCFLearnFree.org for learning about smartphones and tablets				

INTERNET	Yes	No	N/A	Initials
Understands the basics structure of the Internet and of the World Wide Web (websites and web pages)				
Wifi				
Identifies and uses common web browsers; understands and uses URLs				
Uses common web browser functions (navigation buttons, scroll bars, etc.)				
Understands common security protocols related to Internet use				
Find and launch privacy program/popup				
Understands password best practices				
Understands the purpose of anti-virus and anti-spam software				
Understands the library's computer and Internet usage policies (CIPA, privacy, security)				
Understands Internet Privacy				
Know how to perform effective search engine queries				
Resources from DigitalLearn.org about navigating websites				
Resources from GCFLearnFree.org for learning internet basics				
Resources from GCFLearnFree.org about internet safety				

OPERATING SYSTEMS	Yes	No	N/A	Initials
Understands and performs basic system functions (logs on/off, launches programs from the desktop or menu, uses multiple windows)				
Performs common file and folder management tasks and recognizes common file extensions				
Resources from GCFLearnFree.org for learning about operating systems				

SOFTWARE APPLICATIONS	Yes	No	N/A	Initials
Understands and performs basic functions and tasks of common software programs				
Identifies different types and uses of common software applications				
Uses features common to most applications (menus, toolbars, taskbars, Help, etc.)				
Performs tasks common to most applications (open/close, maximize, scroll, print, etc.)				
Performs basic procedures when software application problems arise (close program, log out/in, restart, etc.)				
Resources for learning about applications				

WEBSITES AND WEB-BASED PLATFORMS	Yes	No	N/A	Initials
Maintains awareness of commonly used technologies and applies them effectively				
Uses technology to share information, communicate, and collaborate with others				
Video conferencing				
Resources for learning about web technologies				

ACCESSIBILITY	Yes	No	N/A	Initials
Can locate and adjust computer's accessibility settings to preferred visual, auditory and dexterity settings.				

OTHER	Yes	No	N/A	Initials
Understanding logic of information organization				

Evaluator Name: _____   **Date:** _____

Evaluator Signature _____   **Date:** _____

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