

# University of Virginia Competency Checklist

University Human Resources  
University Recruitment & Staffing  
914 Emmet Street, P.O. Box 400127  
Charlottesville, VA 22904-4127

Phone: 434-924-4598, TDD: 434-923-5159, Fax: 434-924-6911  
Website: [www.hrs.virginia.edu](http://www.hrs.virginia.edu) E-mail: [uvajobs@virginia.edu](mailto:uvajobs@virginia.edu)

**Instructions:** Many hiring officials use the competency checklist as an additional screening tool. Place an “X” in each box if you can demonstrate immediate proficiency in performing the work function listed beside the box. Please keep the following in mind as you complete this form:

- You can select up to 50 competencies.
- Note that a general competency may be followed by a specific competency(ies). For instance, the general competency *use spreadsheet applications* is followed by examples of specific spreadsheet applications: *use Lotus 123, use Quattro Pro* and *use Excel*. You should check all general competencies as well as the specific competencies that you possess up to a maximum of 50.
- If a job posting specifies competency requirements, you must indicate possession of *all* competencies listed in the job posting in order to receive further consideration for that job vacancy.
- You may update your competency checklist as needed. Please note that each time you update your competencies, you *replace* all competencies you have previously submitted. Be sure to *re-list* competencies you wish to keep.
- A printout of your competency checklist is available upon request.

**I certify that I am proficient in performing the work functions that I have designated as competencies on this form.**

---

SIGNATURE

---

SOCIAL SECURITY #

---

DATE

## Competencies Related to Administrative & Financial Services

### *General Administrative Services*

1000 teach/train personnel  
1001 supervise personnel  
1005 prepare reports  
1004 prepare statistical reports  
1007 apply interview techniques  
1010 develop programs  
1011 develop policy  
1012 coordinate programs  
1014 perform organizational analysis  
1018 apply marketing principles  
1019 apply procurement principles  
1020 administer contracts  
1021 conduct needs assessment

1022 write grant proposals  
1024 manage projects  
1027 apply audit principles  
1028 negotiate contracts  
1029 write proposals  
1030 apply federal grant regulations  
1031 prepare forecasts  
1032 conduct surveys  
1033 apply investment principles  
1100 analyze statistical information  
1300 provide customer service  
5367 apply fundraising principles  
6005 prepare cost estimates  
6006 plan work schedules

### *Financial/Fiscal Services*

1009 manage operating budgets  
1015 prepare financial statements  
1016 analyze financial reports  
1017 apply accounting principles  
1023 develop budgets  
1025 write budget justifications  
1026 reconcile accounts  
4105 process financial transactions  
4110 process payroll  
4112 process billing/collections

### *Office Support Services*

1102 key data

4052 use dictaphone  
4055 operate copier  
4057 operate cash register  
4100 provide reception services  
4102 file documents  
4103 apply telephone protocol  
4108 apply office procedures  
4113 order/receive merchandise  
4114 maintain inventory  
4115 keep records/logs  
4116 schedule appointment/keep calendars  
4126 perform medical transcription  
4127 use patient scheduling system  
4150 write correspondence  
4404 operate switchboard  
5353 proofread documents  
5583 verify data

### ***Computer Software Applications***

1201 use database applications  
1222 use dBase  
1230 use Microsoft Access  
1231 use Oracle applications  
1034 use accounting applications  
1202 use spreadsheet applications  
1210 use Lotus 123  
1220 use Quattro Pro  
1224 use Excel  
1228 use Lotus Notes  
1229 use Powerpoint  
1203 use desktop publishing applications  
1214 use Adobe Pagemaker  
1225 use Quark Xpress  
1204 use graphics applications  
1215 use Corel/DRAW  
1217 use Freelance Graphics  
1218 use Harvard Graphics  
1205 use statistical applications  
1209 use word processing applications  
1211 use Wordperfect  
1212 use Microsoft Word  
1232 use Oracle Discoverer  
1233 use Internet browser  
1234 use e-mail  
1235 use flowchart applications

1236 use document imaging applications  
1237 use project management applications  
1238 use Microsoft Project  
4056 use microcomputer/pc  
1219 use Macintosh computers

## **Competencies Related to Educational & Media Services**

### ***General Support***

5190 counsel/advise students  
5155 provide photographic services  
5351 write articles  
5352 perform graphic layout  
5356 edit writing/documents  
5357 perform graphic design  
5358 illustrate information  
5475 operate audio equipment  
5476 operate video equipment  
5477 operate projectors  
5478 produce videos  
5479 edit film

### ***Library Services***

5552 acquire library materials  
5553 archive library materials  
5554 conduct database searches  
5555 catalogue library materials  
5556 circulate library materials  
5557 provide inter-library loan services  
5558 process periodical/serials  
5559 provide library reference service  
5561 work with rare books/manuscripts  
5562 use OCLC  
5550 read/write foreign language  
1500 read/write French  
1501 read/write Spanish  
1502 read/write German  
1503 read/write Portuguese  
1504 read/write Arabic  
1505 read/write Chinese  
1506 read/write Japanese  
1507 read/write Russian  
1508 read/write Slavic  
1509 read/write Italian

### ***Multimedia/Instructional Design***

5480 develop multimedia applications  
5481 convert image files  
5482 Active X  
5483 VRML  
5484 3D Modeling  
5485 data visualization software  
5486 Visual Studio  
5487 use Flash

## **Competencies Related to Engineering & Technology**

### ***Manage Computer Systems***

5538 manage UNIX systems  
5502 manage AS400 Systems Midrange Computers  
5700 manage VMS systems  
5701 manage WinNT/2000 Server Systems  
5542 manage Novell  
5702 manage MVS systems  
5501 manage OS390 systems

### ***Write Computer Programs***

5518 develop software programs  
5777 modify software programs  
5520 write spreadsheet macros  
5521 script math/statistical app  
5522 program real-time systems  
5759 develop Oracle Discoverer queries  
5703 use Oracle development/query tools  
5704 write PL/SQL programs  
5512 write SPSS programs  
5513 write SAS programs  
5505 write Assembler programs  
5507 write Fortran programs  
5508 write COBOL programs  
5529 write C programs  
5705 write C++ programs  
5706 write Mantis programs  
5708 write Supra programs  
5709 develop graphical interface applications  
5547 develop apps for X  
5548 develop Lotus Notes applications  
5588 develop apps for MS Windows  
5540 develop apps for Mac

5710 write Visual Basic programs  
5711 write Java programs  
5712 write Python programs  
5713 write Oracle programs  
5714 write parallel programs  
5715 write Sybase programs  
5716 write SGML  
5717 write XML

### ***Perform Web Site Design***

5718 develop web pages  
5719 perform web site design  
5720 use web development applications  
5721 write Cold Fusion programs  
5722 write HTML  
5723 write VBScript  
5724 write JavaScript  
5725 write Perl  
5726 write PHP  
5727 use web graphics packages  
5728 use Fireworks  
5729 use Dreamweaver  
1216 use Framemaker  
5730 use Front Page

### ***Server Application Administration***

5731 administer Apache Server  
5732 administer IIS Server  
5733 administer Sendmail Server  
5734 administer POP/IMAP Server  
5735 administer Microsoft SQL server  
5736 administer MySQL Server  
5737 administer Oracle Server  
5775 administer Lotus Notes Server  
5738 administer Sybase Server  
5739 administer data base server  
5740 administer web server  
5741 administer streaming video servers  
5776 administer mail server

### ***Networking Infrastructure***

5742 configure/maintain modem hardware  
5743 configure/maintain ISDN  
5744 configure/maintain ATM  
5745 configure/maintain FDDI

5746 configure/maintain Video Conferencing  
5747 configure/maintain wireless networking  
5748 troubleshoot TCP/IP  
5749 troubleshoot IPX/SPX  
5750 troubleshoot Appletalk  
5545 troubleshoot fiber Ethernet problems  
5751 diagnose network hardware problems  
5752 administer hub, switches & routers  
5753 design network backbone

### ***Database Administration***

5754 data administration  
5755 database administration  
5519 develop databases  
5756 write database applications  
5757 develop Microsoft Access applications  
5758 develop database queries  
5760 develop Oracle databases  
5761 develop Sybase databases  
5762 develop data warehouse  
5763 administer data security  
5764 catalogue data  
5765 create Enterprise data model

### ***General Information Technology Support***

5766 provide technical training  
5767 provide help desk support  
5768 provide end user consulting  
5527 operate mainframe computers  
5533 perform job set-up  
5504 use JCL  
5515 use TSO,OSPF  
5516 use Roscoe  
5769 manage Windows workstation  
5770 manage Mac workstation  
5539 write technical documents  
5778 install fiber optic network hardware  
5541 install/configure Ethernet hardware  
5771 use GIS  
5772 create Crystal Reports  
5774 operate digital scanner

### ***General Engineering Support***

5600 design electronic equipment  
5601 write equipment specs

5602 develop schematics  
5603 block diagrams  
5604 design digital circuitry  
5605 design analog circuitry  
6254 build digital circuitry  
6255 build analog circuitry  
6264 design microwave electronics  
6265 troubleshoot electronic equipment  
6267 fix radio communication problems  
6268 fix microwave communication problems

## **Competencies Related to Research & Applied Sciences**

### ***General Research & Applied Science Support***

5246 apply cGLPs  
5551 apply research protocol  
5580 develop test methods  
5584 write research papers  
5586 perform data analysis

### ***Laboratory Services***

5000 perform tissue culture  
5001 use lab procedures  
5002 perform assays  
5003 perform spectroscopy  
5004 perform chromatography  
5005 perform electrophoresis  
5006 use microscopes  
5007 use electron microscope  
5014 use histologic techniques  
5070 perform animal surgery  
5110 provide quality control  
5150 use sterile technique  
5151 prepare solutions/reagents  
5152 prepare lab media  
5153 perform chemical calculations  
5154 provide animal care  
5156 use centrifuge  
5185 prepare tissue  
5186 use microtome  
5130 use pipette  
5131 isolate & quantify nucleic acids/proteins  
5132 calibrate lab instruments  
5133 conduct qualitative analyses

5134 maintain tissue culture  
5135 harvest cell lines  
5136 process lab specimens  
5137 use autoclave

## **Competencies Related to Health, Safety & Human Services**

5100 provide patient care  
5105 perform CPR  
5114 provide patient education  
5126 perform venipuncture  
5300 prep patients for medical procedures  
6208 apply safety principles  
7203 administer first aid  
7205 direct traffic  
7206 perform security checks  
8000 use American Sign Language  
8001 use Sign English  
4107 use medical terminology  
5232 operate ECG machine  
5241 apply CPT codes  
5242 apply DRG codes  
5243 apply ICD9 codes  
5244 obtain pre-authorizations  
5245 obtain re-certifications  
5246 apply cGCPs  
5247 maintain CTM  
5248 perform patient assessment  
5249 provide neonatal care  
5250 provide pediatric care  
5251 provide adult care  
5252 provide geriatric care  
5253 use anatomy principles  
5254 use physiology principles  
5255 administer pharmaceuticals  
5256 provide exercise training

## **Competencies Related to Trades & Operations**

### ***Labor and General Operations***

4405 ship merchandise  
6007 perform manual labor  
7051 food preparation

7154 use cleaning techniques  
7208 perform heavy lifting  
7603 use floor care equipment  
7611 use landscape equipment  
6500 perform landscape maintenance  
7624 operate heavy equipment  
7612 operate forklifts  
7614 operate tractors  
7615 operate backhoes or trackhoes  
6120 install floor coverings  
6523 install ceramic tiles

### ***Printing & Copy Services***

5404 operate binding equipment  
5410 produce 4/color process printing  
5411 perform digital prepress  
5412 operate large production copiers  
5413 operate color copiers  
5420 perform litho-stripping  
5421 operate offset presses

### ***Skilled Trades***

6001 read blueprints  
6010 weld  
6057 operate woodworking equipment  
6058 operate machine shop equipment  
6100 perform mechanical inspection  
6101 perform mechanical maintenance  
6102 perform mechanical repair  
6130 install mechanical systems  
6131 test mechanical systems  
6121 perform carpentry  
6124 perform finish carpentry  
6126 perform cabinet making  
6200 install electrical systems  
6201 perform electrical maintenance  
6202 perform electrical repair  
6212 install high voltage systems  
6213 maintain high voltage systems  
6214 repair high voltage systems  
6215 test high voltage systems  
6216 install electronic circuitry  
6250 maintain electronic circuitry  
6251 repair electronic controls  
6252 calibrate electronic controls

6257 use electronic test equipment  
6300 perform elevator inspection  
6301 perform elevator maintenance/repair  
6321 maintain boilers  
6323 operate boilers  
6327 install steam distribution systems  
6328 maintain steam distribution systems  
6329 repair steam distribution systems  
6330 test steam distribution systems  
6331 install gravity fluid systems  
6332 maintain gravity fluid systems  
6333 repair gravity fluid systems  
6334 install pressure distribution systems  
6335 maintain pressure distribution systems  
6336 repair pressure distribution systems  
6337 test pressure distribution systems  
6338 balance air flow  
6339 balance water flow  
6552 install plumbing  
6355 install pneumatic controls  
6340 maintain pneumatic controls  
6341 repair pneumatic controls  
6350 perform HVAC installation  
6351 perform HVAC maintenance/repair  
6353 perform HVAC inspection  
6357 work with refrigeration systems  
6359 cryogenic systems  
6401 install & repair door hardware  
6402 maintain & repair key systems  
6404 perform key & lock work  
6420 perform painting  
6440 perform pest inspection  
6441 prepare/use insecticides  
6520 apply plaster  
6521 lay brick  
6522 place/finish concrete  
6524 erect/repair lath  
6554 remove asbestos  
6575 fabricate sheet metal  
6576 install sheet metal  
6579 install/repair roofing  
7617 perform vehicle maintenance  
7618 perform vehicle repair  
5406 Computer Aided Design