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Minimum Core Technology Competency Checklist

Below is a generic version of a Minimum Core Competency Checklist. This list was derived with the help of **Katherine Huddle and her team at the Carmel Clay Public Library**. Your individual checklist may vary depending on the needs and practices of your library. The best practice is to always know when and who to go to for help.

COMPUTER BASICS

	Self-Assessment	Supervisor Assessment
Locate power buttons on CPU, monitor, printers, and receipt printer		
Know difference between log off, restart, and shut down in Windows and/or Mac		
Restart a frozen computer		
Print screen		
Log into library computers using staff log-in		
Insert and use flash drives		
Knows what 'the cloud' is		
Know how to get to library's website & major features		

WINDOWS

	Self-Assessment	Supervisor Assessment
Minimize, maximize, resize, and restore windows		
Navigate, create & delete folders		
Open folders & documents		
Copy, paste, and drag and drop files		



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Information Technology Core Competencies Checklist: Core I



Empl	oyee		Start Date Completion Date
	The en		the foundation Information Technology Core Competencies that are suggested for all PLCMC e should check each item as competency is acquired or mark N/A for competencies that are not
1	N/A	A.	PLCMC Technology Overview
		1.	Familiar with basic structure, organization, and function of the Information Technology
_	_		Department within the PLCMC organization.
		2.	Familiar with PLCMC rules of conduct regarding email and computer use.
Ш	Ш	3.	Familiar with Core Competency Plan for PLCMC and with individual Core Competency
		4. 5. 6. 7. 8.	Plan. Can navigate through PLCMC Central and find information pertinent to job-duties. Can log in to and navigate through MyHR. Can enter time sheet via MyHR. Thorough understanding of PLCMC's Internet Use Policy for the public. Familiar with CIPA and its implications for the library. Knows how to complete and submit a request for CIPA block and unblock.
	N/A	B. 1. 2.	Basic Branch/Department Technology Knowledge Knows branch (or department) logins and passwords. Knows location of spare computer equipment (e.g. extra keyboards, mice, and toner cartridges) and how to request more when supplies are low.

From Public Library of Charlotte & Mecklenburg County



- 1 = No experience; Theory/observed only
- 2 = Intermittent experience; < 5 times per year; Needs review
- 3 = Moderate experience; > 5 times per year; May need minimal resource
- **4** = Competent; Performs on a daily or weekly basis; Proficient

Skill Level	1	2	3	4
General Surgery				
AKA/BKA (amputation)				
Radical Mastectomy				
Abdominal-Perineal Resection				
Cholecystectomy (Open)				
Exploratory Laparotomy				
Appendectomy				
Laparoscopic Procedure-	'			
Cholecystectomy				
Appendectomy				
Hernia				
Nissan				
Colectomy				
Gastrectomy				
Inguinal / Ventral Hernia Repair				

Skill Level	1	2	3	4
Cardiac / Thoracic / Vascular				
Coronary Artery By-pass				
Mitral Valve Repair / Replacement				
Aortic Valve Replacement				
Multiple Valve Transposition				
Septal Defects				
Ventricular Aneurysm Repair				
Bring Back Heart				
Pericardial Window				
Intra-Aortic Balloon Insertion				
Heartport or Similar CABG				
Thoraco Approach Mid-Cab				
Aortic Arch Replacement				
Aortic Valve Conduit				
Mechanical Heart / LVAD				

Medical professionals really love them!







ICT (Information, Communications and Technology) Literacy

Apply Technology Effectively

- · Use technology as a tool to research, organize, evaluate, and communicate information
- Use digital technologies (e.g., computers, PDAs, media players, GPS, etc.),
 communication/networking tools, and social networks appropriately to access, manage,
 integrate, evaluate, and create information to successfully function in a knowledge economy
- Apply a fundamental understanding of the ethical/legal issues surrounding the access and use of information technologies











CAN'T YOU JUST TELL ME WHAT TO DO?





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7	Co	mputer Ba	sics															
9		Know loca	ation of pow	er buttons	on CPU	, monit	or, printer	s, and	rec	eipt p	orint	ter						
10		-	erence betw															
11		Know how to turn a frozen computer off to restart																
12		Know hov	v to print sc	reen														
13		Know hov	v to log into	library co	mputers	using p	ublic logi	n accou	unts	s or st	taff	log-i	n					
14		Know hov	v to insert a	nd use flas	h drives	(save t	o & attach	files fr	om	ema	ils)							
15		Know hov	v to use and	instruct p	atrons to	use se												
16		IZ-s				, ase se	elf-checks											
		Know who	en and who	to go to fo	r help	, ase se	elf-checks											
17		+	en and who elp when ne		r help	, ase se	elf-checks											

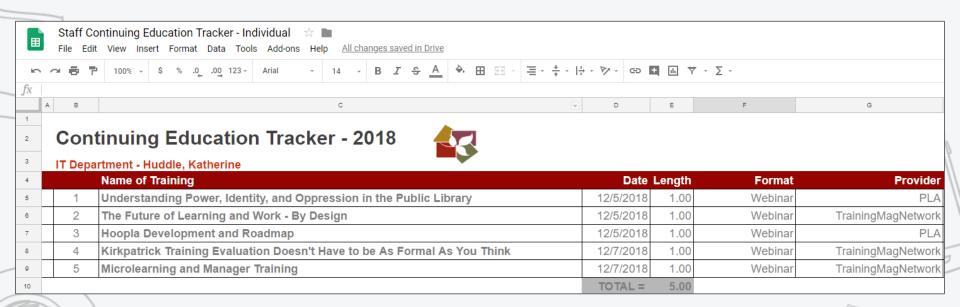
Customize for Your Library: https://goo.gl/QitejU







TRACK TRAINING.



Free Tracking Template: https://goo.gl/BH41kE









- ☐ Bloom's Taxonomy
- □ Forms









