

SKILLS INVENTORY

This form was designed to identify your strengths and preferences. The information will be used to match your skills with our clients' needs. Please check off those statements, which apply to your experience or education and complete the blanks as required. The information you provide will be held in strictest confidence. Please type or print legibly.

Date _____

Name _____

Address _____

City _____ State _____ Zip Code _____

Home Phone (_____) _____ Work Phone (_____) _____ Message Phone (_____) _____

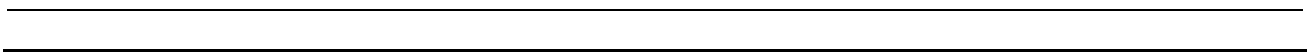
Email Address _____

How did you hear about C. Berger Group, Inc.? _____

Have you ever applied to C. Berger Group, Inc. or C. Berger And Company? No Yes If so, when _____

Have you ever been employed by C. Berger Group, Inc. or C. Berger And Company? No Yes If so, when _____

Are you a citizen of the United States? No Yes If no, please explain your right to work. _____



I. EDUCATION

A. School Attended: _____ Degree: _____ Major: _____

B. Other (Certification, etc.): _____

C. Foreign Languages: (Indicate Reading (R), Speaking (S), Fluency + or -)

___ Arabic	___ German	___ Hindi	___ Korean	___ Russian
___ Chinese	___ Greek	___ Italian	___ Latin	___ Spanish
___ French	___ Hebrew	___ Japanese	___ Polish	___ Other _____



C. Berger Group, Inc.
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www.cberger.com

II. AVAILABILITY

- A. Temporary, full-time
 Temporary, part-time Week days Mornings
 Permanent, full-time Weekends Afternoons
 Permanent, part-time Occasional, day by day Evenings
 Duration of a particular project
- B. Hours daily: 4 hrs./less 5 hrs./more
Hours weekly: 19 hrs./less 20 hrs./more
- C. Salary requirements: \$_____ Hourly \$_____ Monthly
- D. Are you able to work at job sites that are not accessible by public transportation? yes
 no

III. ASSIGNMENT LOCATION PREFERENCES

- A. Chicago: Loop North South/SW Sides West Side
- B. Suburban: Aurora Area Elgin Area Northern Suburbs Northwestern suburbs
 South/SW Suburbs Western Suburbs Rockford Area Other Illinois
- C. Other: Northern Indiana Southern WI Other States _____

IV. EXPERIENCE

- A. Library Settings: check those facilities in which you have worked:
- Media: Advertising Public Relations Publishers
 Newspapers Software Vendors TV/Radio
 - Business: Banks, Savings & Loans Accounting Firms Search Firms
 Mgmt Consultants Real Estate Exchanges
 Insurance Companies Marketing Firms Other _____
 - Chemical/Bio: Chemical Firms Pharmaceuticals Petroleum
 Mining Drug Testing Labs Other _____
 - Engineering: Construction, Civil Environmental Electrical
 Mechanical Consultants Architectural
 - Food: Manufacturers Farming Food Service
 - Government: Federal State Local
 - Health Science: Hospital Medical Schools Dental
 - Law: Law Firm Law School Government
 Corporate



9. Services: Retail Restaurant Hotel, Lodging
 Travel Industry Entertainment Packaging
10. Non-profit: Religious Historical Societies Social Service
 Foundations Other: _____
11. Public libraries: Small Large Systems or Networks
 Centralized Services Bibliographic Utilities Other: _____
12. Research: Museums Rare Books Research Facilities
 Archives Art Galleries Institutes
13. School: Elementary Middle School High School
 Central, District Cooperative, Networks
14. Trans.: Transportation Public Utilities Telecommunications
15. Academic: Universities Colleges Community College
 Business or Trade Library Schools Other: _____
16. Associations: Library Business or Trade Law
 Medical or Dental Alumni Professional

Please indicate most recent years of actual work experience, for example 96-98; for each of the following sections:

B. Specialties:

1. Public Services:

- a. Circulation Desk: ___Automated (kind): _____ ___Manual
- b. Reference: ___Bibliographic instruction ___Reference manual ___Reference online
- c. General: ___Adult services ___AV equipment ___Children's services
 ___Competitive intelligence ___Government documents ___Interlibrary loan
 ___ILL using OCLC ___ILL using Illinet Online ___Illinet Online Biblio
 ___Market research ___Public service programming ___Young adults svcs

Which networks or cooperatives have you used? _____

d. Bibliographic/Online Services:

- ___Bloomberg ___Derwent ___OCLC-First Search ___NEXIS
 ___BRS ___Disclosure ___ILLINET Online ___OVID
 ___CARL UnCover ___Doc Line ___Internet ___ONE SOURCE
 ___CD-ROM ___Dow Jones ___Investext ___STN
 ___Data Times ___Dun & Bradstreet ___LEXIS ___Wilson Line
 ___Data-Star ___OCLC-EPIC ___MEDLINE ___Westlaw

___KNIGHT-RIDDER: (Dialog) Files searched most frequently _____

With which gateways to these services are you familiar? _____



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2. Technical Services:

a. Cataloging:

AACRII CATME OCLC RLIN Other _____
 Original cataloging Copy cataloging Government documents
 Internal documents Non-print material Print materials
 MARC format MARC tags Serials
 Special Collections (kind): _____

b. Classifying:

Dewey LC NLM Sears Internal _____
 Classification numbers Coding Medical Thesaurus

c. Acquisitions:

Automated Manual Invoice tracking
 Standing order contracts Vendor selection Bar-coding

d. Serial Maintenance:

Automated Manual
 Automated routing Manual routing Vendor contacts

e. Library Systems:

Ameritech Faxon ProCite
 Athena Follett Readmore
 Data Trek Inmagic SIRSI
 DRA Innopac TECHLIB PLUS
 Dynix LIB+CLSI Winnebago
 Eloquent Systems Notis ZyIndex
 Endeavor Other _____

3. Library Support:

Book processing Card filing (AACRII) Loose-leaf filing
 Book shelving (Dewey) Data entry Typing: _____ wpm.
 Book shelving (LC) Desktop publishing Word processing
 Book shelving (NLM) Inventory

C. Computer/Operating Systems:

DOS Novell Wide area network
 Local area network PC at home Windows 95
 Mac experience PC experience Windows 98
 Mainframe Unix Windows NT



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D. Software:

- | | | |
|--|---|--|
| <input type="checkbox"/> Access | <input type="checkbox"/> FrontPage | <input type="checkbox"/> Paradox |
| <input type="checkbox"/> Ask Sam | <input type="checkbox"/> HTML | <input type="checkbox"/> PowerPoint |
| <input type="checkbox"/> Cbase | <input type="checkbox"/> Internet | <input type="checkbox"/> Programming general |
| <input type="checkbox"/> Cindex | <input type="checkbox"/> Intranet | <input type="checkbox"/> Q&A |
| <input type="checkbox"/> Dbase | <input type="checkbox"/> Inmagic | <input type="checkbox"/> Qmodem |
| <input type="checkbox"/> Desk Top Publishing | <input type="checkbox"/> Lotus 123 | <input type="checkbox"/> Quattro |
| <input type="checkbox"/> Excel | <input type="checkbox"/> Lotus Notes | <input type="checkbox"/> WordPerfect |
| <input type="checkbox"/> Filemaker | <input type="checkbox"/> Microsoft Word | <input type="checkbox"/> ZylIndex |
| <input type="checkbox"/> FoxPro | <input type="checkbox"/> MultiMate | |

E. Special Expertise:

- | | | |
|---|---|---|
| <input type="checkbox"/> Abstracting | <input type="checkbox"/> Indexing (manual) | <input type="checkbox"/> Report writing |
| <input type="checkbox"/> Art design | <input type="checkbox"/> Indexing (Internet) | <input type="checkbox"/> Records management |
| <input type="checkbox"/> Document writing | <input type="checkbox"/> Marketing programs | <input type="checkbox"/> Sales experience |
| <input type="checkbox"/> Editing | <input type="checkbox"/> Newsletter writing/editing | <input type="checkbox"/> Survey development |
| <input type="checkbox"/> Focus groups | <input type="checkbox"/> Procedures writing | <input type="checkbox"/> Telephone interviewing |
| <input type="checkbox"/> Grant writing | <input type="checkbox"/> Project management | <input type="checkbox"/> Web design |
| <input type="checkbox"/> Indexing (automated) | <input type="checkbox"/> Proofreading | <input type="checkbox"/> Other: _____ |

F. Administration:

- | | | |
|---|--|---|
| <input type="checkbox"/> Administrative | <input type="checkbox"/> Hiring | <input type="checkbox"/> Personnel interviewing |
| <input type="checkbox"/> Budgeting | <input type="checkbox"/> Long range planning | <input type="checkbox"/> Supervision |

G. Rare Skills:

- | | | |
|--------------------------------------|--|---------------------------------------|
| <input type="checkbox"/> Archives | <input type="checkbox"/> Library building/design | <input type="checkbox"/> Training |
| <input type="checkbox"/> Digitizing | <input type="checkbox"/> Library set up | <input type="checkbox"/> User surveys |
| <input type="checkbox"/> Floor plans | <input type="checkbox"/> Moving a library | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Imaging | <input type="checkbox"/> Referenda | |

V. OTHER INFORMATION

A. List other subject specialties not covered in this Skills Inventory that you have acquired through continuing education, previous jobs, or personal interest.

<u>Subject Specialty</u>	<u>Continuing Education</u>	<u>Previous Positions</u>	<u>Personal Interest</u>
_____	_____	_____	_____
_____	_____	_____	_____

B. Hobbies, outside interests:



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VI. EMPLOYMENT HISTORY: Please start with your present or last position.

A. Title: _____
 Organization: _____
 Address: _____

 Dates: (Month/Year): From _____ / _____ To _____ / _____
 Starting salary \$ _____ Ending salary \$ _____ Telephone (____) _____
 Supervisor: _____
 Department: _____
 Reason for leaving: _____
 May we contact? Yes No

B. Title: _____
 Organization: _____
 Address: _____

 Dates: (Month/Year): From _____ / _____ To _____ / _____
 Starting salary \$ _____ Ending salary \$ _____ Telephone (____) _____
 Supervisor: _____
 Department: _____
 Reason for leaving: _____
 May we contact? Yes No

C. Title: _____
 Organization: _____
 Address: _____

 Dates: (Month/Year): From _____ / _____ to _____ / _____
 Starting salary \$ _____ Ending salary \$ _____ Telephone (____) _____
 Supervisor: _____
 Department: _____
 Reason for leaving: _____
 May we contact? Yes No



VII. REFERENCES; please list people familiar with your library skills:

A. Name: _____ Relationship: _____

Address: _____

Telephone: Home(_____) _____ Work (_____) _____

Email: _____

B. Name: _____ Relationship: _____

Address: _____

Telephone: Home(_____) _____ Work (_____) _____

Email: _____

C. Name: _____ Relationship: _____

Address: _____

Telephone: Home(_____) _____ Work (_____) _____

Email: _____

D. Name: _____ Relationship: _____

Address: _____

Telephone: Home(_____) _____ Work (_____) _____

Email: _____

over



- VII. C. Berger Group, Inc. follows federal and state laws which prohibit discrimination because of race, religion, color, sex, age, national origin, citizenship, marital status, sexual orientation, status as a veteran or mental or physical disability unrelated to an individual's ability to perform a job.

Public Law 91-508 requires that we advise you that a routine inquiry may be made which will provide applicable information concerning character, general reputation and personal characteristics.

In order to process your application, please sign below.

I voluntarily give C. Berger Group, Inc. the right to make any investigation of my background deemed necessary. Background checks may include verification of education, employment histories and contacts with personal references.

In the event of employment, I understand that false or misleading information given on this form or during my interview may result in discharge.

Signature

Date

