



Appendix F: Personnel Inventory

Staff Member: _____ E-mail Address: _____

Position/Title: _____

E-mail Address: _____

Address: _____ City/State/ZIP _____

Do you have a computer at your desk? Yes No

Do you share it with other staff or volunteers? Yes No

Is the computer adequate for your needs? Yes No

If no, please explain:

How comfortable are you using your current workstation?

Very Comfortable Comfortable Somewhat Comfortable Uncomfortable

If "Uncomfortable" please explain:

What software applications do you use? (mark all that apply)

- | | | |
|---|---|--------------------------------------|
| <input type="checkbox"/> Word-processing | <input type="checkbox"/> Spreadsheet | <input type="checkbox"/> Database |
| <input type="checkbox"/> Presentation | <input type="checkbox"/> Desktop publishing | <input type="checkbox"/> Calendar |
| <input type="checkbox"/> Accounting/Payroll | <input type="checkbox"/> Faxing (from computer) | <input type="checkbox"/> Web Browser |
| <input type="checkbox"/> Organizer/planner | <input type="checkbox"/> Web Page Developer | |
| <input type="checkbox"/> Other (please specify) _____ | | |

Do you use the Internet? Yes No

If yes, what for:

Are there any barriers that prevent you from performing your job efficiently?

Do you feel you have enough training to use your computer to its fullest potential?

Yes No If no, please specify: