

Screening Questions (in TAM)

Questions by job area including:

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|------------------|------------------------|
| ✓ Office Support | ✓ Financial Specialist |
| ✓ Custodial | ✓ Facilities |
| ✓ Public Safety | |

Office Support:

- Which of the following best describes the highest level of education you have completed?
- Which of the following best describes your years of experience in a related field?
- Do you have experience with integrated student information systems? (e.g. PeopleSoft Student Administration software experience)
- Do you have demonstrated experience responding to the needs of students or customers?
- Which best describes your experience taking initiative and showing the willingness to work?
- Which best describes your experience in working under pressure?
- Which best describes your collaboration experience?
- Indicate your level of experience working with word processing software, i.e. Microsoft Word.
- Indicate your level of experience working with spreadsheet software, i.e. Microsoft Excel.
- Do you have experience working with statistical software and databases (SPSS, Excel, Access)?
- Indicate your level of experience working with electronic mail and navigating the Internet, i.e. Microsoft Outlook.
- Indicate your level of experience working with webpage design.
- Indicate your level of experience providing customer service in an office setting such as answering phones, responding to e-mail or greeting internal and external customers.
- Indicate your experience working with people from diverse socioeconomic, cultural, ethnic backgrounds and abilities.
- Indicate your willingness to work with people from diverse socioeconomic, cultural, ethnic backgrounds and abilities.
- Ability to comply with all University of Wisconsin Systems Work Rules including safe work practices, and be an active participant in following applicable safety rules and regulations, including necessary training and drills.
- Indicate your level of experience with data entry
- Please indicate your typing speed

Custodial:

- Do you or will you have a valid driver's license by the start of employment?
- Which of the following best describes your years of experience in a related field?
- Indicate your level of experience working with electronic mail and navigating the Internet, i.e. Microsoft Outlook.
- Are you interested in 1st shift work (8 a.m. - 5 p.m. or similar)?
- Are you interested in 2nd shift work (3 p.m. - 11 p.m. or similar)?
- Are you interested in 3rd shift work (11 p.m. - 7 a.m. or similar)?
- Do you have the physical ability to lift 50 lbs. from the floor to waist occasionally?

- Do you have the physical ability to lift 30 pounds from the floor to overhead occasionally?
- Do you have the physical abilities to stand and walk continuously throughout an 8 hour shift? (with or without an accommodation)
- How many years of Custodial experience have you had within the last 10 years?
- Do you have the ability to communicate verbally or in written form and follow direction from supervisors and/or custodial leads with or without accommodations?
- Indicate your experience working with people from diverse socioeconomic, cultural, ethnic backgrounds and abilities.
- Indicate your willingness working with people from diverse socioeconomic, cultural, ethnic backgrounds and abilities.
- Ability to comply with all University of Wisconsin Systems Work Rules including safe work practices, and be an active participant in following applicable safety rules and regulations, including necessary training and drills.
- Physically be able to work in various environments without adverse physical reaction, e.g.; in confined areas; within extreme temperature ranges; in hot, noisy, dirty or dust-filled areas; at heights above 30 feet, etc.,
- Physically be able to work in various positions, i.e. with arms above your head for periods of time; bending, twisting, crawling, squatting, climbing, stooping or kneeling; on scaffolding, ladders or stairs; standing, sitting or walking, while continuously performing job functions.
- Must possess a valid Wisconsin's Driver's license and qualify for State vehicle operation or have the ability to obtain upon hire
- Have you had Custodial experience in a multiple building setting
- Do you have experience with using a Work Order System for receiving and completing assigned duties?
- Have you had professional work experience sweeping, dust mopping, and wet mopping?
- Have you had professional work experience scrubbing, stripping, and waxing floors?
- Have you had professional work experience cleaning carpets?
- Have you had professional work experience cleaning restrooms?
- Have you had professional work experience washing windows and/or walls?
- Have you used an industrial-type floor scrubber and buffer?
- Have you used an industrial-type vacuum cleaner?
- Do you have the physical abilities to push and pull with 50 lbs. of force on a regular basis?
- Are you able to walk up and down stairs on a regular basis?
- Do you have the physical abilities to climb ladders and perform sustained overhead work with hands?
- Do you have the physical abilities to remove snow from sidewalks and steps using a snow shovel?
- Do you have the physical abilities to move and arrange furniture and equipment?
- Do you have knowledge of industrial cleaning chemicals?
- Do you have knowledge of basic safety regulations and procedures (i.e. interpreting MSDS Sheets, safe lifting techniques, use of PPE)?
- Do you possess basic computer skills including knowledge of internet browsers and e-mail?
- Do you have the ability to provide legible hand-written communications?
- Have you demonstrated the ability to remain on task, understand instructions, be self-motivated and accountable and do you have work references that will verify?

- Do you have knowledge or been trained in basic safety regulations & procedures?
- Do you have knowledge or been trained in caustic & toxic cleaning chemicals?
- Are you able to work in inclement weather, i.e. all temperatures, including indoors and outdoors?
- Have you had formal work experience cleaning and sanitizing restrooms and frequently used public areas?
- Have you had formal work experience cleaning window blinds?
- Have you had formal work experience dusting, waxing, washing and polishing furniture and woodwork?
- Have you had formal work experience maintaining floors, including vacuuming/cleaning carpets, sweeping, mopping, scrubbing, or waxing floors?
- Have you had formal work experience using a team cleaning approach method?
- Have you had formal work experience washing windows and walls?
- Have you used an industrial-type floor scrubber, buffer and burnisher machine?
- Have you used an industrial-type vacuum cleaner, carpet extractor and either walk-behind or auto-scrubber?
- Do you have the physical abilities to perform repetitive motion tasks, such as bending, twisting, stooping, squatting, kneeling and climbing stairs?
- Do you have the physical abilities to carry, push, pull and lift 50 lbs. on a continual basis?

Public Safety:

- Do you or will you have a valid driver's license by the start of employment?
- Are you available to work a flexible schedule that will include some evening and weekend work?
- Which of the following best describes your years of experience in a related field?
- Do you have a record of an un-pardoned adult felony conviction
- Have you ever been convicted of a crime of domestic violence?
- Have you successfully completed a Wisconsin Department of Justice approved "Law Enforcement Recruit" training course or are you already certified by the Wisconsin Law Enforcement Standards Board (LESB) as a Law Enforcement Officer at time of application?
- Ability to comply with all University of Wisconsin Systems Work Rules including safe work practices, and be an active participant in following applicable safety rules and regulations, including necessary training and drills.
- Indicate your experience working with people from diverse socioeconomic, cultural, ethnic backgrounds and abilities.
- Indicate your willingness working with people from diverse socioeconomic, cultural, ethnic backgrounds and abilities.
- The University Protective Services Department has a policy that prohibits display of body art and/or tattoo(s) that wouldn't typically be covered up by wearing a Class A or B uniform that is seasonally appropriate. Are you able to meet this policy?
- Check yes if any of the following apply to you: I have graduated or will graduate within the next 4 months of appointment of this position and have or will have one of the following degree from the accredited university, college or technical college; Associate-emphasis in Criminal Justice, Police Science or Sociology or related liberal arts field; or Bachelor-major in Criminal Justice, Police Science or Sociology or related liberal arts field; Or I have completed 60 post-secondary

educational credits from a degree or non-degree program at an accredited educational institution including at least 12 credits of the 60 credits completed area in the area of Criminal Justice, Police Science or Sociology or related liberal arts field.

- Do you have a record of an un-pardoned adult felony conviction
- "I have been certified by the Wisconsin Law Enforcement Standards Board (LESB) as a Law Enforcement Officer and am currently employed by a law enforcement agency.
- I have successfully completed a Wisconsin Department of Justice ""Law Enforcement Recruit"" training course and am eligible to receive my certification upon employment by a law enforcement agency.
- I am a certified Law Enforcement Officer in another state and am eligible for certification by the Wisconsin Law Enforcement Standards Board (LESB).
- Do you meet at least one of the above levels of work experience?"

Financial Specialist:

- Do you have experience working with statistical software and databases (SPSS, Excel, Access)?
- Which of the following best describes the highest level of education you have completed?
- Which of the following best describes your years of experience in a related field?
- Do you have experience with integrated student information systems? (e.g. PeopleSoft Student Administration software experience)
- Indicate your level of experience working with word processing software, i.e. Microsoft Word.
- Indicate your level of experience working with spreadsheet software, i.e. Microsoft Excel.
- Indicate your level of experience working with electronic mail and navigating the Internet, i.e. Microsoft Outlook.
- Indicate your level of experience working with webpage design.
- Do you have experience managing a budget?
- Do you have experience creating and managing budgets?
- Do you have experience managing grant budgets?
- Ability to comply with all University of Wisconsin Systems Work Rules including safe work practices, and be an active participant in following applicable safety rules and regulations, including necessary training and drills.
- Indicate your experience working with people from diverse socioeconomic, cultural, ethnic backgrounds and abilities.
- Indicate your willingness working with people from diverse socioeconomic, cultural, ethnic backgrounds and abilities.
- Indicate your level of experience in working with complete accounting software such as Peachtree or PeopleSoft Financials(WISDM)
- Indicate your level of experience working with Federal and State Regulated Funding sources
- Indicate your level of experience with cash/check handling and preparation of receipts
- Indicate your level of experience with verifying documentation for check disbursements
- Ability to comply with Family Education Rights and Privacy Act (FERPA)
- Indicate your level of experience processing refunds and adjustments
- Indicate your level of experience receiving, documenting and depositing monies.
- Indicate your level of experience working with accounts payable.

- Indicate your level of experience working with accounts receivable.
- Indicate your level of experience maintaining and reconciling accounts
- Indicate your level of experience closing accounts and preparing related reports and statements
- Indicate your level of experience auditing transactions
- Indicate your level of experience with audit preparations
- Ability to comply with Generally Accepted Accounting Practices (GAAP)
- How many years of experience do you have directing or managing activities in a Payment Services Office, General Ledger, Accounts Receivable or equivalent department?

Facilities:

General

- Do you or will you have a valid driver's license by the start of employment?
- Which of the following best describes your years of experience in a related field?
- Are you able to lift 50-75 pounds on a regular basis?
- Ability to comply with all University of Wisconsin Systems Work Rules including safe work practices, and be an active participant in following applicable safety rules and regulations, including necessary training and drills.
- Physically be able to work in various environments without adverse physical reaction, e.g.; in confined areas; within extreme temperature ranges; in hot, noisy, dirty or dust-filled areas; at heights above 30 feet, etc.,
- Ability to wear protective equipment, i.e. respirator, breathing apparatus, hearing, or eye protection, etc.
- Indicate your experience working with people from diverse socioeconomic, cultural, ethnic backgrounds and abilities.
- Indicate your willingness working with people from diverse socioeconomic, cultural, ethnic backgrounds and abilities.
- Knowledge or ability to learn relevant software in order to perform job duties such as preventative maintenance, work order, time reporting, or inventory control programs.
- Must possess a valid Wisconsin's Driver's license and qualify for State vehicle operation or have the ability to obtain upon hire
- The ability to be listed on a call back roster during off hours to respond to emergencies.
- Required ability to walk 3-5 miles a day on a variety of surfaces such as concrete, pavement, dirt and grass; and ability to ascend and descend numerous stairways while performing tasks.
- Required ability to work while wearing required personal safety equipment which includes gloves, hardhat, MSA air pack, safety glasses, safety harness, safety vest and steel toe shoes or boots.
- Ability to access work sites including heights and confined spaces.
- Ability to work varied hours including weekends, nights and holidays
- Required ability to work long hours in emergency situations, and in inclement weather conditions, including outdoor summer temperatures of over 100o and winter temperatures as low as -10o.
- Ability to operate fork lift, personnel lift, and various powered and non-powered hand tools (drills, saws etc.) as well as follow all safety protocol related with each.

- What is your level of knowledge of Microsoft Office applications (Word, Excel, Outlook, etc.)

Facilities repair worker

- Past job experience in general mechanical maintenance and repairs of general building items including: windows, doors, walls, flatwork, roofs, basic electrical motors, pumps, appliances, custodial equipment, plumbing and HVAC equipment.
- Ability to use welding equipment
- Ability to operate snow blowers
- Ability to read and work from blue prints
- Ability to operate push and riding lawnmowers as various landscaping equipment
- Ability to operate and maintain equipment such as sanders, hand/table saws, planers and other various pieces of powered equipment and hand tools.

Facilities maintenance spec

- Do you have experience in maintenance of air handling systems and pneumatic controls?
- Do you have experience in the operations of pool filtration equipment?
- Are you able to work on a ladder safely and comfortable, 6-8 feet above the ground?
- Past job experience in performing maintenance and repairs for buildings and equipment including: mechanical system; custodial equipment, appliances, plumbing, general carpentry, electrical, mechanical, locks, garage doors, security systems, general HVAC repair, domestic hot water & steam system repairs including traps and pressure reducing valves; mechanical drive repair including bearing, shaft, belts, pulleys and motor repair; metal repair and fabrication using various welding techniques, service building generators and monitors
- Do you possess asbestos abatement certification/licensure?
- Do you possess wastewater treatment certification?
- Do you possess pool operator certification?

Groundskeeper

- Willingness and ability to obtain the pesticides applicator license within the first 6 months of hire.
- Knowledge and professional experience of athletic field layout and maintenance including underground irrigation systems.
- Knowledge and professional experience in maintaining lawns, trees and shrubs. Example of practices used; reseeding, aerating, planting, record maintenance, applying herbicides, insecticides, fungicides, pesticides and fertilizers.
- Professional experience maintaining grounds equipment (changing fluids, belts, hoses, tires, greasing, blades; inspecting heating/cooling systems; performing minor repairs and adjustments to small engines.

Auto mechanic

- Do you currently hold, or have the ability to obtain, a Wisconsin Commercial Driver's License (CDL)

HVAC

- Are you currently certified to handle refrigerants?
- How many years of experience do you have with troubleshooting refrigeration/air conditioning related problems and heating problems?
- How many years' experience do you have with HVAC pneumatic and direct digital controls and components?
- How many years' experience do you have with HVAC steam, chilled water, and electrical monitoring and metering equipment?
- How many years' experience do you have with HVAC digital communication protocols, networking and data transmission systems?

Power plant operator

- Have you operated high-pressure boilers?
- Have you operated multiple boilers (simultaneously)?
- Have you performed lockout/tagout procedures?
- Can you read and understand blueprints of building mechanical systems?
- How many years' experience do you have on operational knowledge and experience in PLC & analog controls?
- Do you have the physical ability to sit, walk and stand for extended periods, climb ladder, stairs and catwalks
- How many years' experience do you have reading and interpreting plant schematics, construction documents, procedural, operational and maintenance manuals, gauges and meters, chart recorders and equipment sight glasses?
- How many years of progressive experience do you have working in one or all mechanical areas: boilers/boiler systems, Heating Ventilation and Cooling (HVAC), Manufacturing/industrial/mechanical processes, construction industry or have demonstrated equivalent professional training and practical experience to operate a heating plant.
- Do you have a minimum of two years' experience in boiler/chiller operation OR a third class ASOPE license?
- This position requires the ability to work under unpleasant conditions (including confined and dirty spaces, extreme hot and cold, climb or traverse ladders, noisy conditions, performing manual labor including lifting up to 75 pounds). Are you able to work in these conditions?
- This position includes shift work, including a shifting schedule of up to seven days on/seven days off, with up to twelve hour shifts during the scheduled two-week pay period. This position may also be required to work on weekends, nights, and holidays. Are you willing to work these required shifts?

Electrician

- Must be a licensed Master Electrician by the State of Wisconsin or obtain license within 6 months of hire date
- Be licensed by the State of Wisconsin as a Journeyman Electrician or enrolled by the Department of Safety and Professional Services (DSPS) as a registered electrician while performing those duties under the supervision of a Master Electrician.
- I have an active Journey or Master Electrician license through the State of Wisconsin DSPS (Department of Safety and Professional Services) on I am current on all my Continuing Education Requirements.

Steamfitter

- Ability to provide evidence of training and experience and/or apprenticeship for this craft i.e. certificate, letter or statements from past customers/clients and/or employers
- I have successfully completed an approved apprenticeship in the Steamfitter craft and can provide verification if required to do so.
- I am currently employed as a journey level Steamfitter and am recognized as such by an appropriate authority (e.g., labor union, trade organization, etc.) and can provide verification if required to do so.
- I have performed at least 8,000 hours in the work processes as listed above and can provide verification if required to do so.

Carpenter

- Have you planned and erected scaffolding according to OSHA regulations?
- Have you operated and worked from scissor lifts?
- Can you set up and operate a table saw, radial arm saw and jointer?
- Have you laid out and installed flat suspended ceilings?
- Ability to provide evidence of training and experience and/or apprenticeship for this craft i.e. certificate, letter or statements from past customers/clients and/or employers
- Ability to read, interpret and work from plans, involved drawings and sketches
- Skilled in use of tools common to the carpentry trade
- Knowledge of occupational hazards and necessary precautions used in the carpentry trade
- I have successfully completed an approved apprenticeship in the Carpenter craft and can provide verification if required to do so.
- I am currently (or previously) employed as a journey level Carpenter worker and am recognized as such by an appropriate authority (e.g., labor union, trade organization, etc.), and can provide verification if required to do so.
- I claim work experience equivalent to that required for successful completion of an apprenticeship (at least 6,240 hours total), and can provide verification if required to do so.

Painter

- Ability to provide evidence of training and experience and/or apprenticeship for this craft i.e. certificate, letter or statements from past customers/clients and/or employers
- I have successfully completed an approved apprenticeship in the Painter craft and can provide verification if required to do so.
- I am currently (or previously) employed as a journey level Painter and am recognized as such by an appropriate authority (e.g., labor union, trade organization, etc.), and can provide verification if required to do so.
- I claim work experience equivalent to that required for successful completion of an apprenticeship (at least 6,240 hours total of exterior and interior preparation and finish, paper hanging, decorating, spraying/rigging and care/use of tools and equipment including related instruction and safety procedures), and can provide verification if required to do so.

Plumber

- Ability to provide evidence of training and experience and/or apprenticeship for this craft i.e. certificate, letter or statements from past customers/clients and/or employers
- Ability to design, layout and develop material lists for repair or new installation work
- Graduation from high school or attainment of age 18 and possession of an unrestricted journeyman plumber's license issued by the Department of Commerce. Completion of a plumbing apprenticeship approved by the Department of Workforce Development is preferred.
- I have an active Journey or Master Plumber license through the State of Wisconsin DSPS (Department of Safety and Professional Services) or I am current on all my Continuing Education Requirements.

Locksmith

- Have you installed stand-alone access control devices (e.g. Touch pads, exit alarms, delayed egress hardware)?
- Have you serviced electronic locks and hardware (e.g. Sargent passport, Yale Intouch)?
- Have you installed and replaced door hardware (e.g. handles, levers, closers, stops, slides, etc.)?
- Have you opened locks by means other than using a key (i.e. drilling, picking, impressioning)?
- Have you originated keys from written or computer codes?
- Knowledge of Americans with Disabilities Act (ADA) in applicable fire and safety codes to ensure locks, doors and security systems comply with these regulations.
- Skilled in interpreting blueprints and complex schematic diagrams to devise proper repairs or adjustments to locks and lock systems
- Knowledge of proper tools to be used for trouble shooting, maintenance, modifications, repairs and preventative maintenance of locks and lock systems.

Inventory control coordinator

- Skilled in use of a Central Maintenance Management System (CMMS)
- Years of experience with a TMA System (Total Maintenance Authority) Materials Module or equivalent system, to purchase and track inventory

These questions were created with the help of the Screening/Movement subgroup (to the UPS transition/University staff recruitment group) in April 2015. The group was led by Christine Olson (UWGB) and included:

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