TechEffect-Job-Application

Please fill out this application completely. Failure to do so will result in immediate rejection of the application.

Personal Information:

First Name	Middle Name	Last Name	Phone Number	Date of Birth

Street Address		City	State	Zip Code

Phone	SMU Box	Classification	Graduation Year	Major

SMU Email		Alternate Email		

I want to work for TechEffect.because:

How many hours are you interested in working per week (20 Max)?

Experience:

Please list any previous work experience:

What experience do you have using the technology on SMU's campus?

What experience do you have with Windows computers?

What experience do you have with Macintosh computers?

What other operating systems have you used?

What jobs or activities have you been involved in that required technical skills?

What jobs or activities have you been involved in that required people skills?

Rate your technical expertise on a scale from 1-10 (1=low, 10=high):

Rate your customer service skills on a scale from 1-10 (1=low, 10=high):

Computer Expertise:

Do you own a computer of your own?

If yes, please describe it (If you own multiple machines, please describe your primary):

Computer Brand	Computer Model	Processor Brand	Processor Type	Processor Speed

Motherboard	RAM	Graphics Card		Video RAM

Other notable features:

Why did you choose this computer?

Router:

Access Point:

WEP:

Time Machine:

NTFS:

Adobe CS3:

Firewire:

Firmware:

3G:

Defragment:

Virtual Memory:

HFS:

FAT32:

Situations:

On a scale from 1-10 (1=low, 10=high) rate how comfortable you would feel doing the following:

Assisting someone over the phone:

Assisting someone in person:

Assisting someone in making a purchase:

Being supervised by another student:

Being supervised by a student that is younger than you:

Running a Point of Sale system:

Performing software maintenance on a computer without supervision:

Assisting a faculty member who you are currently taking for a class:

Recommending software to students and/or parents:

Recommending computer types to students and/or parents:

How would you handle helping someone who knew little to nothing about technology over the phone?

What might you do to calm an upset person?

If you had a room full of people to be helped and a room full of computers to be fixed, which room would you choose? Why?

If posed with a question you do not know the answer to, what is your course of action?

Is there anything not already covered in this application that you would like to note or comment on?

What questions, if any, would you have about this position?

Please attach a list of available hours and your class schedule for the upcoming or current semester to this application. If you have one, please feel free to attach a current résumé. Please drop this application off at the TechEffect Office in the OwenArtsCenter or email it to the address listed below:

meadowstech@smu.edu