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| **IT WORK ASSESSMENT** |

Instructions for Completing the IT Work Assessment Form

**What is the IT Work Assessment form?**

The IT Work Assessment Form was developed to allow an employee in the IT classifications to objectively capture their work history, skills and abilities for work performed prior to July 1, 2019. In the event of a layoff, reversion, or other relevant employment action, the IT Work Assessment Form can be submitted along with any other relevant information to determine employee options and/or comparability with the newly established IT Professional Structure.

**When do I complete the form?**

Employees may complete the form at any time. The IT Work Assessment form can be found on the State Human Resources Forms Website.

**Instructions**

Once you have completed this form, keep a copy for your records and provide the original to your HR office for placement in your personnel file.

**Section 1**

Complete this section as accurately as possible.

**Section** **2**

List all education including IT related courses.

**Section 3**

List all relevant licensures and certifications. Indicate active or inactive status and expiration dates.

**Section 4**

List all IT related training and dates of training.

**Section 5**

Document your job tasks, knowledge, skills and abilities in the specific job families for which you have work experience. Refer to the [IT Work Assessment Guide](https://ofm.wa.gov/sites/default/files/public/shr/Forms%20and%20Publications/DOP%20Forms/ITWorkAssessmentGuide.pdf) document for additional help completing this section.

**Other Resources**

[ITPS Resources website](https://www.ofm.wa.gov/state-human-resources/compensation-job-classes/tools-services/it-classification-compensation-restructure/resources-training-it-classification-compensation-restructure)

[Evaluator’s Handbook](https://ofm.wa.gov/sites/default/files/public/shr/CompensationAndJobClasses/it-position-evaluation-tool/IT%20Evaluator%27s%20Handbook%20March%202019%20Version3.pdf)

[Glossary - Classification](https://www.ofm.wa.gov/sites/default/files/public/shr/CompensationAndJobClasses/Comp%20Class%20HR%20Pro%20Tools/ClassificationGlossary.doc)

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| **1. Personal Information** |  | |  |
| Last Name | First Name | | Middle Initial |
| Enter Last Name Here | Enter First Name Here | | Enter Middle Initial Here |
| Personnel ID | Work Phone | | Agency |
| Enter Personnel ID Here | Enter Work Phone Here | | Enter Agency Here |
| Work Email | | Current Job Position/Title | |
| Enter Work Email Here | | Enter Current Job Position/Title Here | |

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| **2. Education** | | | | | | | | |
| High School Diploma or GED: | | Some College: | | # of Years: | |  | Degree: | |
| Degree Type: | Enter Degree Type Here | | Related Coursework: | | | | Enter Related Coursework Here |  |
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| **3. Licensures / Certifications** |  |
| Enter Licensures/Certifications Here | Date(s)  Enter Date(s) Here |

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| **4. IT Training** |  |
| Enter IT Training Here | Date(s)  Enter Date(s) Here |

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| **5. Job Families** | | | | |
| **Application Development** | | | | |
| Position Title(s): | Enter Position Title(s) Here | | Date Range(s): | Enter Date Ranges Here |
| Job Tasks, Knowledge, Skills & Abilities: | | Enter Job Tasks, Knowledge, Skills & Abilities Here | | |

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| **IT** **Architecture** | | | | |
| Position Title(s): | Enter Position Title(s) Here | | Date Range(s): | Enter Date Range(s) Here |
| Job Tasks, Knowledge, Skills & Abilities: | | Enter Job Tasks, Knowledge, Skills & Abilities Here | | |

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| **IT Business Analysis** | | | | |
| Position Title(s): | Enter Position Title(s) Here | | Date Range(s): | Enter Date Range(s) Here |
| Job Tasks, Knowledge, Skills & Abilities: | | Enter Job Tasks, Knowledge, Skills & Abilities Here | | |

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| **Customer Support** | | | | |
| Position Title(s): | Enter Position Title(s) Here | | Date Range(s): | Enter Date Range(s) Here |
| Job Tasks, Knowledge, Skills & Abilities: | | Enter Job Tasks, Knowledge, Skills & Abilities Here | | |

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| **Data Management** | | | | |
| Position Title(s): | Enter Position Title(s) Here | | Date Range(s): | Enter Date Range(s) Here |
| Job Tasks, Knowledge, Skills & Abilities: | | Enter Job Tasks, Knowledge, Skills & Abilities Here | | |

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| **IT Policy and Planning** | | | | |
| Position Title(s): | Enter Position Title(s) Here | | Date Range(s): | Enter Date Range(s) Here |
| Job Tasks, Knowledge, Skills & Abilities: | | Enter Job Tasks, Knowledge, Skills & Abilities Here | | |
| **Network and Communications** | | | | |
| Position Title(s): | Enter Position Title(s) Here | | Date Range(s): | Enter Date Range(s) Here |
| Job Tasks, Knowledge, Skills & Abilities: | | Enter Job Tasks, Knowledge, Skills & Abilities Here | | |

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| **IT Project Management** | | | | |
| Position Title(s): | Enter Position Title(s) Here | | Date Range(s): | Enter Date Range(s) Here |
| Job Tasks, Knowledge, Skills & Abilities: | | Enter Job Tasks, Knowledge, Skills & Abilities Here | | |

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| **IT Security** | | | | |
| Position Title(s): | Enter Position Title(s) Here | | Date Range(s): | Enter Date Range(s) Here |
| Job Tasks, Knowledge, Skills & Abilities: | | Enter Job Tasks, Knowledge, Skills & Abilities Here | | |

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| **Systems Administration** | | | | |
| Position Title(s): | Enter Position Title(s) Here | | Date Range(s): | Enter Date Range(s) Here |
| Job Tasks, Knowledge, Skills & Abilities: | | Enter Job Tasks, Knowledge, Skills & Abilities Here | | |

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| **IT Vendor Management** | | | | |
| Position Title(s): | Enter Position Title(s) Here | | Date Range(s): | Enter Date Range(s) Here |
| Job Tasks, Knowledge, Skills & Abilities: | | Enter Job Tasks, Knowledge, Skills & Abilities Here | | |
| **Quality Assurance (QA)** | | | | |
| Position Title(s): | Enter Position Title(s) Here | | Date Range(s): | Enter Date Range(s) Here |
| Job Tasks, Knowledge, Skills & Abilities: | | Enter Job Tasks, Knowledge, Skills & Abilities Here | | |

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| Employee Signature: | Enter Employee Signature Here |  | Date Submitted: | Enter Today’s Date Here |

