**Client Technology Assessment Form - REVISED**

From *Facilitating Career Development* – Fourth Edition, page 7-27

**Access Questions**

To which of these devices do you have regular access?

* Desktop computer
* Laptop computer
* Tablet
* Mobile phone with internet (smart phone)
* Printer

Do you have regular access to the internet?

* Yes
* No

**Technical Evaluation**Rate yourself on the following skills

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | 5Outstanding | 4Very Strong | 3Average | 2Fair | 1Poor | N/A |
| Apply basic computer skills (e.g. turning it on, using a mouse or keyboard, opening applications) |  |  |  |  |  |  |
| Use applications on your devices (e.g. menus, online help, opening programs, saving, creating folders, clicks and double clicks, sending emails) |  |  |  |  |  |  |
| Compose and edit text documents |  |  |  |  |  |  |
| Create a spreadsheet |  |  |  |  |  |  |
| Develop a web presence to promote skills, projects, and branding (e.g. YouTube, e-portfolios, blogs) |  |  |  |  |  |  |
| Use online networking platforms (e.g. LinkedIn) |  |  |  |  |  |  |
| Navigate the internet to find job search information |  |  |  |  |  |  |
| Locate and use career-related sites relevant to your career interests |  |  |  |  |  |  |
| Install, uninstall, and update applications |  |  |  |  |  |  |
| Evaluate online information relevance, currency, and validity |  |  |  |  |  |  |
| Use online video to communicate (FaceTime, Zoom, Skype, etc.)  |  |  |  |  |  |  |
| Chat using text-based chat |  |  |  |  |  |  |
| Manage discussion boards or blogs |  |  |  |  |  |  |
| Compose a professionally formatted email |  |  |  |  |  |  |
| Attach files to an email |  |  |  |  |  |  |
| Import video and audio files |  |  |  |  |  |  |
| Locate online technical support |  |  |  |  |  |  |
| Follow netiquette rules |  |  |  |  |  |  |
| Encrypt messages or files for security |  |  |  |  |  |  |
| Scan your devices for viruses |  |  |  |  |  |  |
| Save relevant online content |  |  |  |  |  |  |
| Troubleshoot technical problems  |  |  |  |  |  |  |

Revised June 2021