

Skill and Education Reports

Skill and Education reports help you track and record the skill sets and educational background of your employees.

These are the Skill and Education reports:

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- [Skill and Education List](#)

Skill Retrieval

This report lets you view a list of employees who have a specific skill set for which you are looking. For the skill you specify, the report includes each employee's title, organization level, and date of hire.

EMPLOYEE NAME	TITLE	Division, Department	HIRE DATE
Adams, Donald A	President	CORP, ADMIN	02/12/1976
Chin, Nora C	V.P. Operations	OPERATIONS, MAN	03/18/1988
Farber, Maximillian Clayt	Sales Rep II	CORP, SALES	02/16/1976
Krause, Janet A	Sales Rep II	SALES/MKTG, SALES	03/09/1988
Nagassi, Robert N	Sales Rep II	SALES/MKTG, SALES	06/29/1988
Peacock, Richard S	Sales Rep II	SALES/MKTG, SALES	01/14/1988
Rise, Judith P	Sales Rep II	SALES/MKTG, SALES	11/27/1988

Skill and Education List

This report provides an alphabetized list of individual employees, all employees or the reporting criteria you specify. The report includes each employee's skills, years of experience in each skill and a comment area that provides short details about each skill. In addition, the report indicates schools attended, attendance duration, grade point averages, and scholastic degrees earned.



ZSI/ABC SYSTEMS, INC

Skill and Education List

Adams, Donald A. Employee ID is 101

President. Division is CORP. Department is ADMIN.

SCHOOL	YEAR	GPA	GRAD	YEAR	DEGREE(S)
University of CT	2	3.90	Y	1976	Masters
Boston College	4	4.00	Y	1974	BA
SKILL	YEARS	COMMENT			
COMPUTER	13.00				
JAPANESE	3.00				
MANAGER	12.00				
SALES	24.00				

Smith, Zabrina S. Employee ID is 104

Assembly Line Ins. Division is OPERATIONS. Department is MAN.

SKILL	YEARS	COMMENT
INTPERSON	1.12	From program INTPERSKIL

Bandana, Pepper S. Employee ID is 105

Machine Oper III. Division is OPERATIONS. Department is MAN.

SCHOOL	YEAR	GPA	GRAD	YEAR	DEGREE(S)
West Valley College	2	0.00	Y	1980	A.A. Administration
Campbell H.S.	3	0.00	Y	1978	H.S.
SKILL	YEARS	COMMENT			
DATA ENTRY	6.00				
INTPERSON	1.27	From program INTPERSKIL			
SHORTHAND	4.50				
TYPE30	4.00				
WORD PROC	7.00				

Brown, Virgil L. Employee ID is 106

Manager, Engineering. Division is ENGINEERING. Department is SOFTWARE.

SKILL	YEARS	COMMENT
DBASE	5.00	
FORTRAN	10.00	
FRENCH	25.00	
MANAGER	3.00	

Juarez, Marian A. Employee ID is 107

Executive Assistant. Division is CORP. Department is ADMIN.

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