

HIPP Temporary Skills, Inc.

Skills Inventory

Name _____ Social Security No. _____

Please Check:

I am willing to work Days _____ Nights _____

Sundays _____ Holidays _____ Partial Shifts _____
(4 hr minimum)

Please Check:

I am skilled at the various jobs checked below and would like to work at them if a job assignment arose.

Skill	I am Skilled	Yrs Exp	Skill	I am Skilled	Yrs Exp
Maintenance			Inspection		
Building	_____	_____	Inspector-Receiver	_____	_____
Electrical	_____	_____	In Process-Inspector	_____	_____
Machine	_____	_____	Finishing Goods Inspec.	_____	_____
Oiler	_____	_____	Test & Check Out	_____	_____
Other	_____	_____			
(Please describe)	_____	_____	Test Equipment Op.	_____	_____
Tool Room			Machining		
Die Setter	_____	_____	Broach	_____	_____
Tool & Die Maker	_____	_____	Key Seat	_____	_____
Tool & Cutter Grinding	_____	_____	Multiple Drill	_____	_____
Tool Room Mach. Op.	_____	_____	Radial Drill	_____	_____
			Engine Lathe	_____	_____
Assembly			Turret Lathe	_____	_____
Light Bench Assembly	_____	_____	N.C. Lathe	_____	_____
Electrical Assembly	_____	_____	External Grinder	_____	_____
Heavy Assembly	_____	_____	Internal Grinder	_____	_____
			Horizontal Boring Bar	_____	_____
Finishing			Milling Machine	_____	_____
Spray Painter	_____	_____	Automatic Screw Mach.	_____	_____
Dip Painting	_____	_____	N.C. Controlled Mach.	_____	_____
Plating	_____	_____	All Around Machinist	_____	_____
Polishing	_____	_____	Hobs	_____	_____
Shot Blast	_____	_____	Shaper	_____	_____

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Name _____ Social Security No. _____

Skill	I am	Yrs Exp	Skill	I am	Yrs Exp
	Skilled			Skilled	
Fabrication			Other Skills		
Saw Operator	_____	_____	Shop Clerk	_____	_____
Shear Operator	_____	_____	Dispatch	_____	_____
Lay Out	_____	_____	Time Keeper	_____	_____
Angle & Bar Shear	_____	_____	Expeditor	_____	_____
Hand Burning	_____	_____	Watchman	_____	_____
Automatic Burning	_____	_____	Janitorial	_____	_____
Power Brake	_____	_____	General Help	_____	_____
Punch Press	_____	_____	Shipping Clerk	_____	_____
Forming Press	_____	_____	Receiving Clerk	_____	_____
Welding Set Up	_____	_____			
Machine Welding	_____	_____	Office & Supervisory		
Hand Welding	_____	_____	Supervisor Shop	_____	_____
All Around Welding	_____	_____	Supervisor Office	_____	_____
Roll-Form	_____	_____	Purchasing	_____	_____
Heat Treating	_____	_____	Parts	_____	_____
Hot Forming	_____	_____	Traffic	_____	_____
Foundry	_____	_____	Credit	_____	_____
General Help	_____	_____	Accounting (specify)	_____	_____
All Around Fabrication	_____	_____	Personnel	_____	_____
			Production Control	_____	_____
Material Handling			Inventory Control	_____	_____
Receiving	_____	_____	Secretarial	_____	_____
Shipping	_____	_____	Data Processing	_____	_____
Crater	_____	_____	Programming	_____	_____
Loader-Unloader	_____	_____	Systems	_____	_____
Packer	_____	_____	CRT Operator	_____	_____
Stock Room	_____	_____	Computer Operator	_____	_____
Hand Truck	_____	_____	Unit Record	_____	_____
Power Truck	_____	_____	Word Processing	_____	_____
Overhead Crane	_____	_____	Engineering	_____	_____
Outside Crane or Truck	_____	_____	Design	_____	_____
Licensed Truck Driver	_____	_____	Drafting	_____	_____
Show class _____			Industrial Engineering	_____	_____
			Mfg. Engineering	_____	_____
			Plant Engineering	_____	_____