



Substitute – Secretary / Clerical Skills/Preference Profile Checklist

HUMAN RESOURCES
SCHOOL DISTRICT U-46

Employee ID: _____

Date: _____

Employee Name: _____

Skills and/or preferences are essential to identify the best qualified substitute placement!

Please check the boxes below that best represent your qualifications and preferences to update your Absence Management profile (AESOP) in order to see available assignments based on the data you provided.

ABSENCE MANGEMENT - SKILLS		
Skill Description	√	Additional information
Secretarial	<input type="checkbox"/>	
Clerical	<input type="checkbox"/>	

ABSENCE MANAGEMENT - PREFERRED SCHOOL SITES		
School Level	√	School Preferences
District Wide	<input type="checkbox"/>	All Schools + Educational Service Center (ESC)
Early Childhood-Preschool	<input type="checkbox"/>	All Schools
	<input type="checkbox"/>	Other, please specify:
Elementary Level	<input type="checkbox"/>	All Schools
	<input type="checkbox"/>	Other, please specify:
Middle School Level	<input type="checkbox"/>	All Schools
	<input type="checkbox"/>	Other, please specify:
High School Level	<input type="checkbox"/>	All Schools
	<input type="checkbox"/>	Other, please specify:
Educational Service Center (ESC)	<input type="checkbox"/>	All Departments
	<input type="checkbox"/>	Other, please specify: