



## Tribal Citizens and Others - Job Skills, Experience, Training and Education Survey April 2024

### WE WANT TO HIRE YOU!

As we prepare to pursue federal contracts and **other business opportunities**, our **most important resource is you, the citizen. UMT needs a pool of job candidates in order to bid on contracts.** Whether you are working or not, looking for part- or full-time work or just curious, a volunteer or stay-at-home parent with skills, this is your opportunity to tell us about your skills, experience, education, and training in **ANY** field. Taking the survey does not obligate you in any way.

There are many business opportunities, such as administrative, construction, computers, health care, supply/logistics, security, and even rocket scientists ...and so many more. The federal government issues contracts for all of them, and UMT is currently evaluating what type of businesses to pursue, based in part on our potential workforce and other resources.

This survey is available at 1) Our 2024 pow-wow; 2) tribal government office, 3) UMIT Services office and 4) Sharon Indian School

Please fill out hard copies and put them in the secure box at the powwow or return to the tribal office or by regular mail in the provided stamped return envelopes. **Please try to return your surveys no later than June 15, 2024. You do not have to return this first page.**

#### Three important notes:

**! We need your name and contact information** in case we want to follow through with you, and we will keep this information secure and private.

**! It doesn't matter where you live in the United States**, as some jobs can be performed virtually, possibly in your home.

**! Please feel free to fill out the survey if you have not worked in a while**, such as if you are a stay-at-home-parent, unemployed, or retiree, or if you have **volunteer experience**.

**! Candidates do not have to be tribal citizens.** Please feel free to suggest anyone who would like to be considered for employment with a tribal business, but please request permission from them to share their names and contact information. Or you can provide them a copy of the survey and return address or direct them to our website for a copy.

**Please proceed to the next page to complete the survey.**

## Job Skills, Experience, Training and Education

Your name: \_\_\_\_\_

Your contact information (email and/or phone):  
\_\_\_\_\_

### General Information:

1. In what **city and state** are you located? \_\_\_\_\_
2. Do you have any experience **working for the federal government** as an employee or contractor?
  - a. If yes:
    - i. Which agency/ies or contractors employ/ed you? \_\_\_\_\_  
\_\_\_\_\_
    - ii. What was/is your job title(s) and/or GS paygrade(s)? \_\_\_\_\_  
\_\_\_\_\_
3. Do you have **US military** experience? Please describe service branch and military occupational specialty (or other job title). \_\_\_\_\_  
\_\_\_\_\_
4. Do you have an active or expired federal government **clearance**? \_\_\_\_\_
  - a. If yes, please state the clearance(s) type and whether it is active. \_\_\_\_\_  
\_\_\_\_\_

*The following questions are about several common federal contracting industries for small businesses, but they are not the only industries UMT is considering pursuing for business.*

5. Do you have skills/experience in **business operations/an office environment**?
  - a. If yes:
    - i. How many months/years of combined experience? \_\_\_\_\_
    - ii. Please describe what type of business operations experience you have, such as accounting, finance, human resources, office information technology (IT), facilities management, or administrative (receptionist, filing, schedules, mail).  
\_\_\_\_\_  
\_\_\_\_\_
  - iii. Do you have any certifications or formal technical training in business/office skills, such as SHRM, CFM, CPA, SharePoint, or Microsoft office software? \_\_\_\_\_  
\_\_\_\_\_

6. Do you have skills/experience in **information technology** beyond basic personal and office IT skills? \_\_\_\_\_

a. If yes:

- i. How many months/years of combined experience? \_\_\_\_\_
- ii. Please describe what type of IT experience you have, such as software developer, network administrator, or security administrator. \_\_\_\_\_

\_\_\_\_\_

iii. Do you have substantial **cybersecurity** experience? If yes please describe. \_\_\_\_\_

\_\_\_\_\_

iv. Do you have any active certifications or formal technical training in IT skills, such as CompTIA A+, CCNA, CCSP, or AWS Cloud Practitioner? \_\_\_\_\_

\_\_\_\_\_

7. Do you have skills/experience in the **medical/health** field? \_\_\_\_\_

a. If yes:

- i. How many months/years of combined experience? \_\_\_\_\_
- ii. Please describe what type of medical/health experience you have, such as nurse, home health worker, phlebotomist, imaging specialist, emergency medical technician, dental hygienist, therapist (any kind) or administrator. \_\_\_\_\_

\_\_\_\_\_

iii. Do you have any experience providing medical/health services in a military environment, such as a military treatment facility (MTF) or a veterans' facility? \_\_\_\_\_

\_\_\_\_\_

8. Do you have skills/experience in the **skilled trades/technical** field? \_\_\_\_\_

a. If yes:

- i. How many months/years of combined experience? \_\_\_\_\_
- ii. Please describe what type of skilled trades experience you have, such as plumber, electrician, carpenter, mechanic, graphic designer, social media developer, commercial driver, fisheries management/research, landscaper, paralegal, court reporting, medical coder, convention/trade show support, contracts/procurement/acquisition support or technical trainer (not sports or physical trainer). \_\_\_\_\_

\_\_\_\_\_

iii. Do you have a technical certification or expertise? List here: \_\_\_\_\_

\_\_\_\_\_

(continue to next page)

9. Do you have skills/experience in a field that is not addressed in previous questions? \_\_\_\_\_
- a. If yes:
- i. What is the job title or skill? \_\_\_\_\_
  - ii. How many months/years of combined experience? \_\_\_\_\_
  - iii. Do you have special training or certifications for this skill? \_\_\_\_\_

10. Do you have skills/experience as a **manager or supervisor**? \_\_\_\_\_
- a. If yes:
- i. How many months/years of combined experience? \_\_\_\_\_
  - ii. Please describe what type of management experience you have. \_\_\_\_\_
- iii. Do you have any management certifications or formal management training, such as PMP? Please provide name of organization that certified you and date. \_\_\_\_\_

*The following questions are about education and training.*

11. Do you have a high school diploma or GED? If yes, which one? \_\_\_\_\_
12. Do you have an educational degree? Please do not reply in the positive if you have not completed and received the degree. \_\_\_\_\_
- a. If yes:
- i. If it is an associate's degree, what is the area of study? \_\_\_\_\_
  - ii. If it is a bachelor's degree, what is the area of study? \_\_\_\_\_
  - iii. If it is a master's degree, what is the area of study? \_\_\_\_\_
  - iv. If it is a Ph.D., what is the area of study? \_\_\_\_\_

**Thank you for participating in this important survey that will help the Tribe pursue economic growth. If you completed the survey, you may place it in the box at the pow wow. OR, If you need more time to complete it, please return it by mail in the provided stamped envelope as soon as you are able.**

**If you have questions or need help with the survey, please email the tribe's administration at [info@umitribe.org](mailto:info@umitribe.org). You may also call (804) 769-0041.**

**For tribal announcements and news, please visit our website at <https://umitribe.org/>**

**Chief W. Frank Adams**