

Score Sheet: Administrator

- CV
- Interview

Education	Knowledge & Relevant Experience	Experience in dealing with People	Communication / Interpersonal / motivation skills	Computer literacy and familiarity with Systems	General Suitability
<ul style="list-style-type: none"> ▪ Leaving Certificate ▪ Relevant Training 	<ul style="list-style-type: none"> ▪ Experience in Administration (max 10 marks) ▪ Experience in Accounts, using manual records (max 10 marks) ▪ Exp in keeping monitoring and financial reports ▪ Experience in dealing with Sales Order Processing ▪ Co-ordination of Deliveries ▪ Experience in preparing Marketing and promotion material 	<ul style="list-style-type: none"> ▪ Dealing with People ▪ Dealing with difficult and demanding customers ▪ Experience in working as part of a team ▪ Able to take direction 	<ul style="list-style-type: none"> ▪ Take responsibility ▪ Ability to communicate clearly ▪ Tact & diplomacy ▪ Ability to listen & understand ▪ Ability to think quickly ▪ Highly motivated ▪ Presentation skills ▪ Organisation / co-ordination ▪ Flexibility and adaptability ▪ Attention to detail 	<ul style="list-style-type: none"> ▪ Word, ▪ Excel, ▪ Powerpoint, ▪ Data base, ▪ Internet ▪ Website maintenance 	Understanding and suitability for the position
Marks Poor = 0 Fair = 1 Good.... = 3 Excellent = 5	Marks Poor = 0 Fair = 1 Good.... = 3 Excellent = 5	Marks Poor = 0 Fair = 1 Good.... = 3 Excellent = 5	Marks Poor = 0 Fair = 1 Good.... = 3 Excellent = 5	Marks Poor = 0 Fair = 1 Good.... = 3 Excellent = 5	Marks Poor = 0 Fair = 2 Good.... = 6 Excellent = 10
Total of 10 =	Total of 40 =	Total of 20 =	Total of 50 =	Total of 30=	Total of 10 =

Total score = 160

Applicant score: _____

Additional comments: _____

Signed: _____

Date: _____

Please allocate a score (0 – 5) for each of the bullet points (Except for the column of suitability where points are 0 –10 and in the second column you can award a maximum 10 points each for administration and accounts experience). There is a maximum total for each column.