

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

**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.**