

Name: \_\_\_\_\_

## Admin and IT - Outcome 1.1 - Role of Administrator

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|----------------------------|--------------------------------|
| 1. Duties                  | A. Personal characteristics    |
| 2. Skills                  | B. Details about post          |
| 3. Qualities               | C. Statement from another      |
| 4. Job Description         | D. Overview of person          |
| 5. Person Specification    | E. Contains pre-set questions  |
| 6. Essential               | F. Long-term planning tool     |
| 7. Desirable               | G. Finding right candidate     |
| 8. Application Form        | H. Like to have these          |
| 9. Curriculum Vitae        | I. Must have these             |
| 10. Leet                   | J. Invite people to apply      |
| 11. References             | K. Snapshot of abilities       |
| 12. Contract of Employment | L. Gained by training/practice |
| 13. Recruitment            | M. Tasks completed             |
| 14. Selection              | N. Ideal candidate profile     |
| 15. Skills Scan            | O. Terms and Conditions        |
| 16. SWOT Analysis          | P. Those interviewed           |