

MANAGEMENT SKILLS EVALUATION FORM


RESOURCEFM

Please indicate your level of Management Skills in each section by inserting an (X) as follows:-

0) No Experience 1) Some Experience 2) Good 3) Excellent

CONTRACT MANAGEMENT	0	1	2	3	MARKETING	0	1	2	3
Contract Law					Direct Sales				
Procurement					Telephone Sales				
Sub Contractor Management					Advertising				
Labour Supervision/Management					Work Load Planning				
CDM					Site Surveys				
Commercial Aptitude					Client Presentations				
Operating PPM Systems					Marketing Literature				
Time Sheets Control									
Drawing Preparation/Reading									
Sub Contract Instructions									
Client Variation Orders									
Architects Instruction									
Measured Term Contracts									
Operation & Maintenance Manuals									

CONTRACT MANAGEMENT	0	1	2	3	ASSOCIATED SERVICES	0	1	2	3
Cash Flow Forecast					Health & safety				
Credit Control					Fleet management				
WIP (Work in Progress)					Telephone Systems				
Accounting to Trail Balance					Stationary & Printing				
General Bookkeeping					Security				
Invoicing					Space Planning				
P&L's (Profit & Loss)					Mgmt of General Office Staff				
Admin. System Set-up					Property Maintenance				
Budgeting					Insurance Requirements				
Interim Valuations									
Schedule of rates									
Tender Preparation/Negotiation									
General Quotations									
General QS procedures									

PERSONNEL	0	1	2	3	INFORMATION TECHNOLOGY	0	1	2	3
Salary Reviews					Spreadsheets				
Job Offers					Word Processing				
Employment Contracts					Databases				
Industrial Relations					Accounts Procedures				
TUPE					Programming				
Personnel Law					Languages				
Disciplinary					System Maintenance				
Appraisals					Networks				

Please provide any additional information on a separate sheet of A4 Paper.