

COMMERCIAL SKILLS EVALUATION FORM


RESOURCEFM
Notes on completion:-

Please grade you skill level 1-10 and supply supporting information (See guidelines).

7 - 10 Very good skill level (Carry out this type of work all the time)

4 - 7 Good skill level (Carry out this work from time to time)

1 - 3 Some skill (Only complete this work sporadically)

0 No skills (Have never carried out this type of work)

SKILLS	SUPPORTING INFORMATION	GRADE
(Example) Typing	Carried out for 1 year while at a different company to RSA level 1	7
(Example) Post Room	Little experience	6
Telephone Systems		
IT Systems		
Software applications		
Typing		
Filing		
Post Room		
Helpdesk		
Accounts Input / Data Entry		
Payroll		
Invoicing		
Credit Control		
Admin System Set Up		
Stationary		
Printing		
Petty Cash		
Security		
Reception		
Health & Safety		
Marketing		
Telephone Sales		
HR Issues		
Equipment (fax, copier etc)		

Name: **Signature:** **Date:**