

SHORTLISTING GRID

Applicants Name	Essential Criteria										Comment	Ranking
	1	2	3	4	5	6	7	8	9	10		
1.												
2.												
3.												
4.												
5.												
6.												
7.												
8.												

1. **Good oral communication skills including sensitivity and an ability to communicate with a broad range of people**
2. **Demonstrated experience providing effective customer service**
3. **Demonstrated attention to detail**
4. **Demonstrated experience working on multiple projects simultaneously**
5. **Solid computer literacy including demonstrated ability in use of Microsoft Office software, email and internet**
6. **Demonstrated ability to work independently and as part of a team**
7. **Excellent organisational skills including flexibility and initiative**
8. **Demonstrated problem solving ability**
9. **Understanding of the University’s policies and procedures on Equity and Diversity, Performance Review and Development and Workplace Health and Safety**
10. **Ability/willingness to work 10:00 am – 6:00 pm one day per week**

Email completed form
to your Recruitment Officer