

Collins McNicholas

Recruitment & HR Services Group

TECHNICAL ADMINISTRATIVE SKILLS



TECHNICAL ADMINISTRATIVE ASSESSMENTS

Technical Administrative assessments can be used to ensure candidates have the necessary ability levels required for the role they are applying for.

These assessments are very often used in recruitment processes for clerical, administrative and customer service type roles or in roles where beginner, intermediate or advanced skills in Microsoft Packages are required.



EXAMPLES

Typing - speed and accuracy
Microsoft Word
Microsoft Excel
Microsoft PowerPoint



THE BENEFITS

- Assesses Technical Administrative skills not easily viewed at interview
- Achieves better candidate "fit"
- Provides a realistic preview of the role for the candidates, leading to self deselection
- Provides a fair and transparent process
- Analyses the strengths or potential weaknesses that a candidate has with a specific skill that is necessary for the role
- Ensures the process is reliable and standardised for all candidates

For further information please contact:



Emma Woods
HR Services Manager

00 353 85 8868528
emma.woods@collinsmcnicholas.ie