

# STAR-LITE



## Candidate Selection Criteria (Short listing)

Job Title: Project Manager (New Systems)

Candidate: \_\_\_\_\_

Assessor: \_\_\_\_\_

Date: \_\_\_\_\_

Selection Criteria	E/D	Score 1= low 5 = high	Comments
<b>Knowledge (including qualifications and experience)</b>			
Minimum 2:1 degree (or equivalent) in Business Studies or related subject area	E		
Working knowledge of project management; process, application and use	E		
A demonstrable understanding of how to build effective relationships with internal specialist teams	E		
A demonstrable appreciation of the significance of working to strict deadlines	E		
Experience / demonstrable understanding of a commercial environment	D		
Working knowledge of MS Project (or equivalent)	D		
Experience / demonstrable understanding of project planning and implementation	D		
<b>Total score for knowledge</b>			
<b>Skills</b>			
Evidence of meticulous research and planning	E		
The ability to summarise complex technical information in a clear, concise	E		

user-friendly format			
Attention to detail and accurate proof reading skills	E		
The ability to develop effective professional relationships with a wide range of clients	E		
Excellent communication skills – written, oral and presentation	E		
Analytical skills	D		
IT Literate	E		
<b>Total score for skills</b>			
<b>Attributes</b>			
Commitment to excellent customer service	E		
Positive, 'can do' attitude	E		
Commitment to equal opportunities	E		
Able to contribute to strategic direction	D		
Commitment to continuous personal development	D		
Ability to develop problem solving skills to overcome barriers	D		
<b>Total score for attributes</b>			
<b>Other</b>			
Flexibility to work outside of standard hours when required	E		
Willingness and ability to travel regularly with occasional overnight stays	E		
<b>Total score for other</b>			
<b>OVERALL SCORE</b>			