

HR OFFICER QUESTIONNAIRE

Name		Age		Ref	
E-mail		Date	DD	MM	YYYY
Nationality		Expected Salary (QR)		Notice Period (Days)	
Presently Available for Interview in Qatar?		Yes	Phone		
Highest Educational Attainment					
Have a Qatari Driving License?		Yes	Do you have any formal HR training?		Yes

No	Description	None	Familiar	Average	Good	Excellent
1	Establish and maintain Employee / Candidates Database using Microsoft Access					
2	Develop and implement "Employee Orientation" program					
3	Formulate Detailed Job Descriptions for all types of trades (Technical)					
4	Develop and maintain "HR & Administration" manual & forms					
5	Very thorough knowledge of Qatar Labor Laws					
6	Handling labor dispute arbitration cases & negotiation skills					
7	Prepare "Employee Performance Evaluations" for all employee categories					
8	Compensation and benefits administration / payroll administration (Qatar PWS)					
9	Business report writing skills / Writing disciplinary letters					
10	Expats documents processing: visa, residence ID, medical card, insurance, etc.					
11	Knowledge in HSE administration, terms and regulations					
12	Knowledge in setting up and conducting online interviewing of new candidates					
13	Proficient in use of MS Office suite: Excel, Word, PowerPoint, Visio					
14	Write "Employee Manual" and "Administration Manual"					
15	Proficient in use of Adobe Acrobat form development including form dispatching					
16	Document Management EDMS/QPULSE & ACONEX					
17	Experience in implementing & maintaining ISO-9000 standards & certification					
18	Experience in issuing inquiries to overseas foreign recruiting agencies					

Please put a (✓) next to the subject that you have experience in:

- Familiar with OSHA compliance requirements Procurement knowledge / skills

Describe how to verify employment & educational claims for a new candidate:

Remarks: