**Administrator skill check sheet**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | ExtensiveTrain others | AdvancedWork independently  | ModerateWork under supervision | BasicKnowledge only | None |
| **Financial management** |
| Annual/monthly budgeting |  |  |  |  |  |
| Budget review/follow up |  |  |  |  |  |
| Accounting |  |  |  |  |  |
| **Human resource management** |
| Staff recruitment and dismissal |  |  |  |  |  |
| Create employment contract |  |  |  |  |  |
| Developing internal regulation |  |  |  |  |  |
| Legal affair |  |  |  |  |  |
| Staff performance evaluation |  |  |  |  |  |

How would you rate your experience of following? (Mark appropriate columns)