

Knowledge/Education/Training/Equivalency

1. Formal education required: Secondary, Post Secondary
2. Special certification required: Apprenticeships, etc.
3. Skill/training required
4. Knowledge required related to work and life experience as per job description

Experience

1. Direct job related experience, defined and quantified as per job description.
2. Other work related experience, related to job description, possibly within or outside Algonquin. Describe and quantify.

Demonstrated Skills/Competence Related to Position

1. Work related skills, e.g. special equipment, methods and procedures, technical, business
2. Language skills and proficiency (written, spoken)
3. Communication Skills:
 - a. Clarity/Logic
 - b. Listening
 - c. Style, Enthusiasm, General Presentation
4. Interpersonal Skills
 - a. Public Relations Skills
 - b. Leadership, Initiative
 - c. Flexibility, ability to work under pressure, ability to deal with conflict or unusual situations
5. Organizational Skills
 - a. Ability to Prioritize
 - b. Ability to Work Independently

Career/Professional Growth and Development

1. Career Goals
2. Relevant Professional Development