

OTHER QUALIFICATIONS CHECKLIST

For Field Manager Position

Select or write in the qualifications that the position requires, if they have not been previously identified.

OTHER QUALIFICATIONS	Check Applicable Items	If Necessary, Give Examples that Apply to the Selected Qualification
Driving - Driver's license	<input checked="" type="checkbox"/>	<i>Work related errands</i>
Driving - Use of own vehicle	<input checked="" type="checkbox"/>	<i>Funeral Lead-in, errands, check cemetery grounds, travel to meetings</i>
Education – High school diploma	<input checked="" type="checkbox"/>	
Education – Associate degree/specify	<input type="checkbox"/>	
Education – B. A. or B. S./specify	<input type="checkbox"/>	
Education – Post High School	<input checked="" type="checkbox"/>	<i>Achieved post high school training or education</i>
Education – Certification/specify	<input type="checkbox"/>	
Experience – Less than 1 year/specify	<input type="checkbox"/>	
Experience – 1 through 2 years/specify	<input checked="" type="checkbox"/>	<i>2 yrs supervisory experience</i>
Experience – 3 through 5/specify	<input type="checkbox"/>	
Experience – 6 through 9/specify	<input type="checkbox"/>	
Experience – 10+/specify	<input type="checkbox"/>	
Hours of work – Ability to work evenings and/or week-ends occasionally	<input checked="" type="checkbox"/>	<i>Memorial Day Weekend-Saturday, Sunday, & Monday.</i>
Hours of work – ability to work evenings and/or week-ends frequently	<input checked="" type="checkbox"/>	<i>Saturdays</i>
Travel – Travel over night	<input type="checkbox"/>	
Other – Not listed here		
1. Present and ready for work on schedule	<input checked="" type="checkbox"/>	
2. Ability to handle stress due to pressures of multiple deadlines which may run concurrently	<input checked="" type="checkbox"/>	
3. Ability to work with all types of people	<input checked="" type="checkbox"/>	
4. Willingness to learn	<input checked="" type="checkbox"/>	
5. Learn new complicated software programs and technologies	<input checked="" type="checkbox"/>	<i>As needed to accomplish position responsibilities.</i>
6. Type 15 wpm at 95% accuracy	<input checked="" type="checkbox"/>	