

HR Manager 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 WPS)					
9	Business report writing skills / Writing disciplinary letters					
10	Expats documents processing: visa, residence ID, medical card, insurance, etc.					
11	Knowledge in setting up and conducting online interviewing of new candidates					
12	Proficient in use of MS Office suite: Excel, Word, PowerPoint, Visio					
13	Write "Employee Manual" and "Administration Manual"					
14	Experience in implementing & maintaining ISO-9000 standards & certification					
15	Experience in issuing inquiries to overseas foreign recruiting agencies					
16	How familiar are you with Qatar Labor Laws including the latest amendments					
17	Are you familiar with QP / Qatar gas labor accommodation standards					
18	Are you familiar with QP / Qatar gas training & certification requirements for deploying positions such as drivers, operators, riggers, welders, etc.					

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: