

HANDYMAN QUESTIONNAIRE

SW/HRD/QHM/001.1 Issued on 15/01/2020

Date:

Name:

Have Qatari Driving License?

| SN | DESCRIPTION | None | Familiar | Average | Good | Excellent |
|----|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 1. | Knowledge in day-to-day office maintenance duties (including desktop computer hardware installation). | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2. | Knowledge in moving and arrangement of office materials, equipment's and items. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3. | Handling and operate office equipment's such as photocopier, scanners and shredding machines. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4. | Familiar in stationary management. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 5. | Sorting office documents. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 6. | Performing repairs on company machinery, equipment or appliances. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 7. | Detecting and reporting the need for major maintenance repairs. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 8. | Responding to maintenance requests in a timely and professional manner. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Remarks: