



Administrative Officer Self Assessment Questionnaire

This short questionnaire encourages you to review how your interests, skills and experiences match the challenging requirements at Administrative Officer Level.

Please work through the statements below by selecting the answer option that best reflects your level of agreement with each statement in the context of where you are in your current career, where:

SA - Strongly Agree


A - Agree

D - Disagree

SD - Strongly Disagree with each statement.

Please work through sections A, B, C & D.

Use your current and past experiences and your expectations for the future to help you decide on your response. You may feel that some of the statements are not relevant to you or you may find it difficult to choose an appropriate answer, however try to choose the most relevant option presented.



Is the Administrative Officer role for me?

Section A: I am good at dealing with information	SA	A	D	SD
I can absorb and work with large amounts of information				
I get real satisfaction from analysing complex issues				
I can use information to help shape and inform policy issues				
I can identify the main issues from a large amount of information quickly and accurately				
I am good at pulling together information to form a persuasive argument				
I can identify and access information sources skilfully				
I tend to think of alternatives and contingencies when working on a project				
I feel comfortable using numerical data to understand and evaluate issues				
I am comfortable taking a systematic approach to collecting information				
Section B: I am very good working with others	SA	A	D	SD
I am good at establishing and maintaining working relationships with other people				
I am persuasive and convincing				
I have demonstrated the ability to deal effectively with people				
I maintain my composure even in pressurised situations				
I am good at communicating clearly and confidently with groups of people				
I am good at asking the right questions in order to get the complete picture				
I have a good appreciation of other people's views				
Section C: I make a contribution and get things done	SA	A	D	SD
I always take the initiative and push things forward				
I know I need to be flexible when dealing with changing situations in order to get things done				
I enjoy taking ownership of work given to me				
I have demonstrated the ability to work independently and be self-reliant				
I usually anticipate problems and make alternative arrangements				
I can work effectively under time pressure and to tight deadlines				
I am good at organising tasks into a high quality work plan				
I am willing to learn new approaches and techniques to help me understand economic issues				
I am good at suggesting novel solutions to problems				
I set myself high standards in everything I do				
Section D: I have a real interest in an Administrative Officer role	SA	A	D	SD
I like to keep up to date with current affairs issues both home and abroad				
I have an understanding of the role of the Civil and Public Service				
I enjoy learning new analytical approaches and techniques and can pick them up quickly				
I have an active interest in Irish and EU policy				
I have a real interest in applying theoretical analysis to practical situations/problems				

If you have answered Strongly Agree or Agree to all of the statements above, the Administrative Officer role could be a good fit for you.