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August 21, 2009
 Sonnie Robinson
 Human Resources Administrator

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Objective:

12) Please outline your education and any special training courses you feel would benefit you in this role.



Skill Survey for: Emergency Room Registration Clerk
 Please type your answers in BLUE and return ASAP to:

8. Experience working nights & weekends C None - Shelly was never asked to at Mercy. But she is



Candidate Comparison - Grading Sheet		Grade: B+	Grades Name: Betty Robinson - HR Adm.
Candidate Name: Shelly Smith			
Company Name: Prestige Medical Center		Hiring Managers Name: Susan Johnson-Ryan Leader	
Position: Emery Room Registration Clerk		HR Rep's Name: Betty Robinson	
ATTRIBUTE	A/B/C	COMMENTS	
1. Experience in Emery Room Registration	B	While at Mercy Hospital Shelly had almost three years in this role.	
A. 3 to 10 years	3		
B. 1 to 3 years			
C. 0 to 1 years			
2. Level of recognition and rewards	B	Shelly didn't get much recognition as she was one of ten people rotating through this role/schedule - during her three years there at Mercy.	
A. High	3		
B. Middle			
C. Low			
3. Problem solving skills	A	On Shelly's resume she mentions fixing a traffic flow problem and on the phone interview she described how she looks for things to do and problems to fix as she likes being a go getter.	
A. High	4		
B. Middle			
C. Low			
4. Experience working with Meditech	B	Shelly got to use Meditech as it got installed in her second year there so was trained and worked with it for a year before leaving Mercy and has strong computer/software skills.	
A. Meditech Power User	3		
B. 1 to 2 years exp. with Meditech	2 + 1		
C. Experience working related software			

on or awards in your role

only the problem and go

ed level of competency, other information

entirely with what Registration role.

ion system

ds were the customers

just innovative idea,

increases have you been

status? If you were items caused by this

iprmed@comcast.com

Cover Letter

Resume

Skills Survey

Candidate Scorecard