

TENNESSEE TECHNOLOGICAL UNIVERSITY
 Applicant Pool Analysis
 Secretary 2 - Student Services

Name Social Security Number	Required					Preferred				Comments
	HS Diploma	Secretarial Experience	Type 45 wpm	Routine Correspond	Working Relationship	WordPerfect 6.0	PageMaker 5.0	Ontime Calendar	Committee Meetings	
Doe, Jane 123-45-6789	Yes	2 yrs	47	Yes	Yes	Yes	Limited	No	Yes	Several grammatical errors on resume.
Smith, Mary 987-65-4321	Yes	7 yrs	60	Yes	Yes	Yes	Yes	Yes	Yes	Meets all qualifications, references were excellent.
Jones, Carolyn 456-78-9123	Yes	6 mths	52	Unknown	Yes	Limited	No	No	No	Experience very limited, former employers gave unimpressive references.
Brown, Betty 789-12-3456	No	2 yrs	65	No	Yes	No	No	No	No	No high school diploma, present position is receptionist type position.