



ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS  
ASSOCIATION DES PROFESSIONNELS DE L' ADMINISTRATION

## Core Competency Verification Form

**Applicant's Name** \_\_\_\_\_

### Verifying Professional's Contact Information

Name \_\_\_\_\_

Title \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City, Province, Postal Code \_\_\_\_\_

Phone No. \_\_\_\_\_

Email \_\_\_\_\_

In accordance with the requirements of the Qualified Administrative Assistant (QAA) Program offered through the Association of Administrative Assistants, the demonstration of core competencies must be verified by someone in a management position, either with a current employer or a previous one. It must also be confirmed that the QAA applicant has **demonstrated expertise in at least 60% of each of the four categories** shown below.

### Core Competencies to be Verified

*Check the core competencies demonstrated by the QAA candidate.*

#### Business Management

- Financial/accounting/budgets
- Project/event management
- File and information management
- Research, analytical, critical thinking, and problem solving
- Meeting coordination (all aspects)

#### Leadership/Organizational Skills

- Human resources
- Professionalism
- Time management/prioritizing
- Reliable and dependable
- Team player
- Leadership/management skills
- Confidentiality

#### Technology

- Computer skills (Office, spreadsheets, etc.)
- Internet research
- Live meeting/Skype
- Other research expertise
- Social media
- Website management
- Electronic calendar/scheduling

#### Communications/Interpersonal Skills

- Report/proposal writing
- Public relations
- Business communications (oral and written)
- Email protocol
- Presentations
- Interpersonal communications expertise to maintain successful professional relationships

The undersigned verifies that the QAA candidate demonstrates the core competencies checked above.

\_\_\_\_\_  
Verifier Name (please print)

\_\_\_\_\_  
Verifier Signature

\_\_\_\_\_  
Date