

# FRESH GRADUATE DATA ANALYST EVALUATION CHECKLIST

CANDIDATE NAME:

DATE:

## BASIC DATA SKILLS

- Understands what data analysis is and why it's important
- Comfortable using spreadsheets (Excel, Google Sheets)
- Can clean and organise data, making sure it's accurate
- Can create basic charts and graphs to tell a story with data
- Has some experience with data analysis, coding, or similar tools

## SOFT SKILLS

- Good in communication (both written and verbal)
- Good listener and asks clarifying questions
- Can solve problems and think critically
- Pays attention to detail and makes sure things are accurate
- Has experience working effectively in teams
- Can explain how those experiences relates to working as a data analyst

## TRANSFERABLE SKILLS FROM HOBBIES/INTERESTS

- Has hobbies that demonstrate analytical thinking or problem-solving abilities (e.g., coding, puzzles, strategy games, building things, etc.)
- Can explain how their hobbies/interests relate to data analysis skills

## PASSION & DRIVE

- Shows interests or knowledge of the company and industry
- Expresses a clear interest in developing their data analysis skills
- Eager to learn new data tools & softwares

## BONUS: BEYOND THE BASICS - MAKING AN IMPACT

- Understands the bigger picture and how data analysis can help businesses
- Can connect data insights to practical solutions and recommendations
- Shows a desire to make a positive impact with data insights

## ADDITIONAL NOTES