



Contract Manager Supplemental Questions

The information you provide in this questionnaire will be used to assign you a score for the training and experience rating component of the hiring process. This information is very important. Not all applicants will move on in the selection process. If there is missing or unclear information, you may not receive full credit for your experience. The information you provide must be reflected in the work history section of your application.

Do not mark "see resume" or "see attachment" for your answers to ANY of the questions.

SUPPLEMENTAL QUESTIONS	
1) Please list any degree(s) you have earned, including the name of the institution that granted the degree(s), the date you completed the degree, the major(s), and any minor(s). Do not write "see resume" or "see application"	
2) Do you have four or more years of full-time equivalent experience in business administration, public administration, accounting or a related field, or two years of experience and a Master's Degree? Please note: If you have worked part-time you must adjust the experience you are reporting accordingly. For example, if you worked 20 hours per week it would take two years to reach one year of fulltime equivalent	<div>YES</div> <div>NO</div>

3) Please detail the experience you indicated you have in developing, negotiating, managing and/or monitoring contracts. **Do not write "see resume" or "see application"**

4) Please describe your experience working in collaboration with teams, your role on the team and the outcome of the project or process. Include in your answer the name of the employer you worked for; your job title; and your dates of employment (month/year to month/year). If you do not have experience in this area, enter "N/A". **Do not write "see resume" or "see application"**

5) Do you have experience writing Requests for Proposals (RFP's)?	YES
	NO
6) If you answered "Yes" to question #5, please describe in detail where you obtained your experience writing RFP's, the name of the employer (note if public or private sector), the length of time you worked in this position, your title and a brief description of your duties. If you do not have experience in this area, enter "N/A". Do not write "see resume" or "see application"	
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7) Do you have experience writing Requests for Bids (RFB's)?	YES
	NO
8) If you answered "Yes" to question #7, please describe in detail where you obtained your experience in writing RFB's, the name of your employer (note if public or private sector), the length of time you worked in this position, your title, and a brief description of your duties. If you do not have experience in this area, enter "N/A". Do not write "see resume" or "see	
Empty response area for question 8	

9) Which of the following best describes the highest number of contracts you have managed at one time?	
I have not managed contracts.	
I have managed fewer than 10 contracts at one time.	
I have managed 10 to 50 contracts at one time.	
I have managed 50 to 100 contracts at one time.	
I have managed over 100 contracts at one time.	