



HR Generalist 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. Do you have an undergraduate degree and three years of professional experience in Human Resources, or an equivalent combination of education and experience? Please indicate below whether you possess these minimum qualifications.	YES <input type="checkbox"/>
	NO <input type="checkbox"/>
2. If you indicated meeting the minimum qualifications by having an equivalent combination of education and experience, please briefly describe the combination and explain why you feel it is equivalent. (If you answered "No" to the above question, enter "NA" in the text box.)	
3. How many years of professional paid work experience do you have in a public sector or non-profit Human Resources environment (federal, state, county, city, township, etc.)?	

4. If you indicated having years of experience to the above question, you must provide a brief summary of your experience and the name of the employer(s) where you gained that experience. (If you answered "No" to the above question, enter "NA" in the text box.) **Do not write "see resume" or "see application".**

5. Do you have experience working with an HR Information Systems (HRIS/HCM), Performance Management and/or Learning Management Systems?

YES ☐

NO ☐

6. If you answered "Yes" to the above question, you must provide a brief summary of your experience and the name of the employer(s) where you gained that experience. (If you answered "No" to the above question, enter "NA" in the text box.) **Do not write "see resume" or "see application".**

7. Select your level of proficiency in Microsoft Excel:

No experience.

Experience creating, modifying and printing worksheets; moving, copying and pasting data; saving, printing and editing; and using proofing tools to correct errors.

All of the skills listed above, plus experience working with basic formulas and functions; using relative and absolute cell references; and working with multiple worksheets.

All of the skills listed above, plus experience using named cells, ranges and formulas; and calculating using advanced functions to include running macros.

8. Do you have experience in a team environment building and maintaining relationships with customers and employees from a variety of cultural and ethnic backgrounds who have different personalities, interests, and abilities?

YES ☐

NO ☐

9. If you answered "Yes" to the above question, you must provide a brief summary of your experience and the name of the employer(s) where you gained that experience. (If you answered "No" to the above question, enter "NA" in the text box.) **Do not write "see resume" or "see application".**

