

## 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				
		NO 🗌				
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-prof Human Resources environment (federal, state, county, city, township, etc.)?	it				

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

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 alculating 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	YES		
	personalities, interests, and abilities?	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.) <b>Do not write "see resume" or "see application".</b>			

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	. Do you have a disability or need any reasonable accommodation in order to participate in the hiring process?	YES	
		NO 🗌	
-	11. If you answered yes to the previous question, explain below. (If you answered no to the previous question enter "NA" in the box below.)		
	12. As part of this application you are being asked to provide some data about you classified as private personnel data under Minn. Stat. 13.43. The application data classified as private is: name, home address, and home phone number. You are not required to provide this data but if not provided it will prevent the R&E from processing your application and contacting you which will harm your chances to become employed by the county. If you do provide the data it may be used by and released to county staff and agents who have business reasons for its use, those you authorize in writing or if required by or authorized by court order or statute. An applicant's name will become	YES	
	public upon becoming a finalist for employment with R&E. By clicking "yes" below, I certify that the information given in this application form and attachments are true and complete to the best of my knowledge. I authorize R&E to investigate all statements made in this application, as necessary, to consider my application. I understand giving incomplete, false or misleading information in my application or interview(s) will disqualify me from consideration for employment. I understand that if I am hired by R&E, I am subject to discharge if I provide incomplete, false or misleading information or omit material information in connection with this application regardless of when it is discovered.	NO 🗌	
	13. All employment offers are conditioned upon the applicant passing a criminal background check. Convictions are not an automatic bar to employment. Each case is considered on its individual merits and the type of work sought. However, making false statements or withholding information will cause you to be barred from employment, or removed from employment. Please initial the box to verify that you have read and understand the statement above.	Initials	