



Human Resources 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) Please list any degree(s) you have earned, including the name of the institution that granted the degree(s), the date(s) you completed the degree(s), the major(s), and any minor(s). If you do not have a college degree, please describe the highest level of education you have completed and describe any post-high school education and training that is relevant to this position. **Do not write "see resume" or "see application".**

- 2) How many years of full-time experience do you have in human resources? **Do not write "see resume" or "see application".**

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 full-time equivalent experience.

3) Please indicate your level of aptitude (gained from paid work experience) in the following functional areas of human resources.

Basic: At the beginner level, the individual has acquired a basic set of skills and is able to perform basic tasks with relative ease.

Intermediate: At the intermediate level, the individual has acquired a more advanced set of skills and is able to complete tasks with a greater degree of ease.

Advanced: At the advanced level, the individual has acquired a more comprehensive set of skills and is able to complete tasks with a high degree of ease.

Expert: At the expert level, the individual has acquired a comprehensive set of skills and is able to complete even the most complex tasks with ease.

If you have no experience in a functional area, select none.

Benefits Administration

Basic	Intermediate	Advanced	Expert	None
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Employee Development and Training

Basic	Intermediate	Advanced	Expert	None
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Performance Management

Basic	Intermediate	Advanced	Expert	None
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Employee Relations

Basic	Intermediate	Advanced	Expert	None
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Compliance and Legal Issues

Basic	Intermediate	Advanced	Expert	None
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Compensation

Basic	Intermediate	Advanced	Expert	None
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Classification

Basic	Intermediate	Advanced	Expert	None
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Recruitment

Basic	Intermediate	Advanced	Expert	None
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Leave Administration

Basic	Intermediate	Advanced	Expert	None
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- 4) Please detail any work experience you have in a public sector or non-profit human resources environment (federal, state, county, city, township, etc). Include the name of the employer, your job title, and your specific role for each experience. If you do not have this type of experience, type "n/a". **Do not write "see resume" or "see application".**

- 5) Describe your experience working with HR Information Systems (HRIS/HCM). What system(s) were used and what was your role in interacting with the systems? Include the name of the employer, your job title, and your specific role for each experience. If you do not have this type of experience, type "n/a". **Do not write "see resume" or "see application".**

6) Briefly describe one experience you have had building and maintaining a trusted working relationship with co-workers, management, and vendors. What were the challenges you encountered along the way? What is your approach to successfully working with people across a wide range of personalities, interests and abilities and across various cultural and ethnic backgrounds? Include the name of the employer, your job title, and your specific role. If you do not have this type of experience, type "n/a". **Do not write "see resume" or "see application".**