

SUPPLEMENTAL QUESTIONNAIRE  
*Human Resources Analyst - Generalist*  
*Class Code: 91148/Exempt*



**Applicant Instructions:** On a separate sheet, type or write your answers to the following questions regarding your experience and qualifications related to this position. The Supplemental Questionnaire is part of the recruitment process and must be submitted along with the required documents on the posting at time of application. Applications received without the completed Supplemental Questionnaire will not be considered. You may attach as many sheets as required.

1. Please describe your position-related experience in Human Resources, including independent, analytical responsibility for substantial projects. Additionally, why do you feel that your education and/or training and work experience qualifies you for this position?
  
2. Please describe your proficiency level with the following computer software programs, and please provide specific, detailed examples of documents created in each:
  - Spreadsheet (Excel), statistical analysis and data base programs
  - PowerPoint
  - MS Word
  - MS Outlook
  - HRIS systems
  
3. What do you feel are the characteristics of a high performing team member? Please provide specific examples on how you contribute to a high performing team. (Be sure to highlight what you value most in a team-oriented environment.) Conversely, what do you feel are the characteristics of a low performing team member, and how do you avoid contributing to a team in a negative way?
  
4. Please describe a specific project or program which required you to interact with people at all organizational levels. Describe your role in this project in detail. What did you like most about this project? What did you like the least? Is there anything you would have done differently looking back on it now?