

Please answer the following questions on separate paper. For each question, include when and where your experience and/or training occurred.

1. SUPERVISION - LEADING

Describe your experience supervising or leading other employees, including hiring, assigning work, scheduling, evaluating performance, and conducting disciplinary action. Include where you obtained this experience and the number of employees reporting to you.

2. WRITTEN COMMUNICATION

Describe your experience composing and editing business correspondence, reports, policies, procedures, technical material and other documents. Indicate your responsibility for the final document.

3. PROMOTING AND MAINTAINING EFFECTIVE CLIENT RELATIONS

Describe your experience promoting and maintaining client relations. Include the following groups in your description:

- Senior Management
- Faculty
- Students
- Representatives from Outside Organizations
- General Public
- Community Leaders
- Local, State and/or Federal Officials

4. POLICIES AND PROCEDURES

Describe your experience/training with policies and procedures. Include the following types in your description:

- Grant & Contract
- Departmental Budgets
- Payroll
- Student Records
- Event Coordination
- Personnel
- Academic Personnel
- Purchasing
- Travel

5. BUDGETS/GRANTS/CONTRACTS

Describe your experience/training developing, monitoring and reconciling budgets and/or grants and contracts. Give the dollar amounts involved.

6. PLANNING AND DIRECTING THE ACTIVITIES OF AN OFFICE/UNIT

Describe your experience/training planning and directing activities, such as: space allocations, remodeling projects, standards and procedures and staffing.

7. WORKING UNDER DEADLINE PRESSURE

Describe two examples of your experience working under deadline and/or other kinds of pressure. Explain how you met such pressure without an undue amount of stress to yourself and others.

8. WORKING INDEPENDENTLY

Give two examples of where you successfully completed challenging work assignments on your own initiative. Indicate how you analyzed and approached the assignments and your effectiveness in achieving a successful outcome.

9. COMPUTER APPLICATIONS

Complete the attached computer checklist and also describe your experience with the following:

- Type of computer (e.g., PC, Macintosh, Terminal Only)
- Word processing software (e.g., MS Word, Word Perfect, Works)
- Database management experience (e.g., Access, Dbase, Rbase)
 - Did you update/maintain or develop a database?
- Graphics/publishing software
- Spreadsheet software
 - Did you update/maintain or develop a spreadsheet file?