

Name _____

Date _____

Training and Employee Development Section

Associate Governmental Program Analyst

(Training Officer)

Supplemental Questionnaire

This questionnaire will assist in reviewing your qualifications for the current position vacancy. Applications submitted without the completed Supplemental Questionnaire will not receive further consideration. Please limit your responses to no more than two pages total.

1. Summarize your relevant educational background, and any training/experience that qualifies you for serving as a Training Officer within the Training and Employee Development Section.
2. Summarize the training methods you have used to facilitate training and identify what made them successful.
3. If you have no prior managerial experience, please describe how you could relate and present materials to supervisors and managers with confidence. If you have prior managerial experience, please provide examples of how you have successfully trained supervisory personnel.
4. Given the job advertisement description, identify the traits you bring that makes you the right person for this Training Officer position.