

Name _____

Date _____

Audit Examination Branch

Business Taxes Administrator III Supplemental Questionnaire

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

1. Describe your experience in managing, through multiple subordinate supervisors, the workflow of a section responsible for multiple aspects of a tax program.
2. Provide details on how you have motivated staff to increase their productivity and what was the outcome.
3. Describe your experience in developing policies and procedures related to tax auditing.