

Name \_\_\_\_\_

Date \_\_\_\_\_

## **Training and Employee Development**

### **Office Technician (Typing)**

#### **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. Given the job advertisement description, identify the traits you bring that make you the right person for this position.
2. Please describe one situation where your attention to detail proved invaluable. What was the situation? What was the result?
3. Please describe your experience entering and maintaining information in database and generating reports.