

Name \_\_\_\_\_

Easy ID \_\_\_\_\_

Date \_\_\_\_\_

**Audit Examination Branch**

**Office Technician (General)**

**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. Given the job description, identify the traits 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 using Microsoft Office programs, including experience you may have in entering and maintaining information used to generate reports.