

Name _____

Date _____

Employee Services Branch

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. One of the responsibilities for this position is the Attendance Coordinator which activities include reviewing employees' attendance forms for correctness, ensuring leave credits are appropriately applied, and preparation of forms to fill vacant positions and separate employees. Please summarize your experience in performing similar functions.
2. Please describe one situation where your attention to detail proved invaluable. What was the situation? What was the result?
3. Given the job advertisement description, identify the traits you bring that makes you the right person for this position.