

**PORT ASSISTANT MANAGEMENT ANALYST  
SUPPLEMENTAL QUESTIONNAIRE  
Final Filing Date: April 2, 2010**

**Name:** \_\_\_\_\_ **Social Security No.** \_\_\_\_\_

The purpose of this supplemental questionnaire is to assess your qualifications, training, and experience in specific job related areas. Your answers to these questions, along with your completed application, will be used to select the most suitably qualified candidates. Applications submitted without completed Supplemental Questionnaires will not be given further consideration.

Respond to each question fully, describing your specific experience and accomplishments, but limit them to one 8-1/2" x 11" sheet of paper (single or double spaced per question.) Responses must be legible. Typewritten responses are preferred. Although this supplemental questionnaire will be reviewed in tandem with your other application documents, please specify the organization or jurisdiction for which you worked and the name and address of a supervisor who can verify the information that you submitted.

1. Describe your professional experience performing duties related to human resources administration. In your answer, specify your area of specific expertise in human resources administration.
2. Describe your knowledge and understanding of state and federal laws that impact human resources administration.
3. Highlight your experience in the review and analysis of administrative policies and procedures. Please cite specific examples.
4. Describe your experience coordinating employee training within your organization on matters of policy, procedure and/or state and federal law related to human resources administration.

**Certification of Applicant**

I understand that the information provided in this supplemental is subject to verification and is true, to the best of my knowledge. I further understand that providing false information during this selection process is grounds for removal from further consideration or termination after employment.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE