



## **HUMAN RESOURCES MANAGER SUPPLEMENTAL QUESTIONNAIRE**

The purpose of this questionnaire is to provide candidates the opportunity to elaborate on their qualifications and experience in specific job-related areas. Your written questionnaire responses and application will be reviewed and rated. Candidates who meet the minimum requirements **and** are the **best qualified** for the position will continue in the exam process.

**PLEASE BE ADVISED THAT** although you may possess the minimum requirements for this exam, you are **not guaranteed** advancement in the selection process. Return the application and supplemental questionnaire immediately as the exam may close at any time.

### **DIRECTIONS:**

It is critical that you respond to this supplemental questionnaire completely AND submit it with your completed HACA employment application. Please limit your responses to one (1) page for each question. Please make sure to include your first and last name on each page of your response. Failure to complete the supplemental questionnaire will result in the rejection of your application.

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1. Describe your experience (beyond what is stated in your resume and application) in a professional human resources capacity, particularly any experience in the public sector. Please specify your years of experience, organization name(s), scope of duties and the level of independence under which you worked.
2. List recruitments you have completed successfully, including the types of jobs and methods you used to advertise the recruitment.
3. Provide details of agenda items you have prepared and any experience you have in making presentations to Boards or Commissions.
4. Provide information regarding your experience in Labor Relations including the names and types of Unions you have met with and any experience you have managing labor negotiations.
5. Describe a difficult Human Resources problem you have had to resolve and the steps you took to bring it to a conclusion.