

Supplemental Application Questions

Office Support Specialist, Sr. Human Resources

1. How many years of experience do you have in organizing/managing the daily functions of an office?
 I do not have this experience
 Less than 1 year
 1 year or more, but less than 3 years
 3 years or more, but less than 5 years
 5 years or more
2. Which of the following best describes your skill level using Microsoft Word:
 No significant experience using Microsoft Word
 Experience creating Microsoft Word documents; saving and printing data
 All of the skills listed above PLUS modifying, editing, deleting, moving, formatting, copying and pasting data
 All of the skills listed above PLUS creating tables, charts, and macros
3. Which of the following best describes your skill level using Microsoft Excel:
 No significant experience using Microsoft Excel
 Experience reading MS Excel worksheets to find information; printing worksheets
 All of the skills listed above PLUS modifying, editing, deleting, moving, formatting, copying and pasting data
 All of the skills listed above PLUS creating formulas, charts, and macros
4. Please describe your experience in the area listed below. If you do not have experience type 'none' in the space provided.

Customer Service:

Human Resources:
