

Supplemental Questionnaire

Human Resources Part-Time Office Assistant

In addition to a completed Town of Apple Valley employment application, please answer the following questions and include as an attachment. Your responses will be used as part of the screening process.

1. Briefly describe your experience and/or training in the four areas listed below. (Please note that it is not necessary to have experience in all of the areas listed in order to be considered).
 - I. Independently composing letters, memoranda, email and other correspondence
 - II. Maintaining up-to-date files, records and databases
 - III. Performing customer service and working with the public
 - IV. Working with executives, management and/or public officials
2. This position handles confidential information on a daily basis. What does confidentiality mean to you and how would you help maintain a confidential environment?
3. Describe your proficiency level using Microsoft Office programs, specifically Word, Excel, PowerPoint and Publisher.
4. This position will provide support for a busy Human Resources office. Please provide an example of how you had to multi-task to meet your deadlines and prioritize your work.
5. Do you have any experience working in Human Resources?