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| SUPPLEMENTAL QUESTIONS for recruitment examination |

Supplemental questions are provided to applicants/candidates to get information that is not typically available through or clearly presented in the standard application sections. This information is then used as part of an examination step (highly qualified review, application screening, etc.) or for additional information in the selection process.

**RECRUITMENT INFORMATION**

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| --- | --- |
| **Recruitment #** |  |
|  |  |
| **Class Title (No.)** |  |
|  |  |
| **Department** |  |
|  |  |
| **Date** |  |

**QUESTIONS AND IDEAL RESPONSES**

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| **Question 1** | Please tell us how you meet the minimum requirements for the position. Please provide us with a detailed description of your experience, dates of employment, and the name of the employer(s) where you gained this experience. For education, please list your degree in the education section of the standard application. |
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| **Ideal Response** |  |
|  |  |
| **Related Exam** | MQ |
|  |  |
| **Exam Criteria** | N/A |

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| **Question 2** |  |
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| **Ideal Response** |  |
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| **Related Exam** |  |
|  |  |
| **Exam Criteria** |  |

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| **Question 3** |  |
|  |  |
| **Ideal Response** |  |
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| **Related Exam** |  |
|  |  |
| **Exam Criteria** |  |

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| **Question 4** |  |
|  |  |
| **Ideal Response** |  |
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| **Related Exam** |  |
|  |  |
| **Exam Criteria** |  |

**SUPPLEMENTAL QUESTION EXAMPLE**

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| **Question** | Please describe your experience performing Human Resources related to recruiting/staffing in a government or similar agency. In your response, please include the specific duties you performed and the employer(s) and position(s) you were assigned to when you performed them. |
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| **Ideal Response** | * Worked in a government or similar agency in a recruiting/staffing capacity
* Consulted with hiring managers on recruitment process and procedures
* Developed materials for recruitments (position description, advertising plan, testing steps, etc.)
* Posted recruitments in applicant tracking system
* Posted recruitment advertisements
* Administered recruitment testing
* Coordinated and participated in candidate interview processes
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| **Related Exam** | HQR |
|  |  |
| **Exam Criteria** | Possesses HR experience in a recruiting capacity in a public sector setting. |