

To be considered, your application and this completed Questionnaire must be received in the Nebraska State Personnel, state.jobs@nebraska.gov, 301 Centennial Mall South, P. O. Box 94905, Lincoln, NE 68509-4905, or be postmarked, by the closing date: **December 4, 2009.**

**NEBRASKA GAME & PARKS COMMISSION**  
**Personnel Administrator I**  
#33-10001, Lincoln

Supplemental Questionnaire

Applicant Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

**INSTRUCTIONS:**

Each candidate is being required to answer the following questions so that you can be evaluated more fairly for this position on your experience and training, based on your responses to the items below. Your responses will be scored on what you say and include. Please make them as complete and accurate as possible. Training refers to formal course work you have had, and may include workshops, seminars, scheduled in-service training, or one-day courses, as well as college, university, or technical school courses. Experience may be paid work experience, volunteer work experience, or personal life experience. Any experience, education or training referred to on this Questionnaire must also be documented on your application.

**No item on this form is intended to have you provide information that would indicate your race, color, ethnic group, national origin, religion, sex, age, marital status, political persuasion, or any physical or mental disability. The words "ability" and "experience" in this questionnaire refer in all cases to ability or experience with or without reasonable accommodation for disabilities recognized under the Americans with Disabilities Act (ADA) of 1990. Applicants who need accommodation in the selection process should request this in advance.**

Answer the following questions on this questionnaire or attach more paper if needed. Please feel free to handwrite your response. It is not necessary to type. Your name and Social Security number should be on each sheet you submit.

1. Describe your personnel administration experience and quantify the number of years of this experience (be specific):

(Over)

2. Describe your experience with directly supervising staff and quantify the number of years of this experience (be specific):

3. Describe your experience related to labor contracts and federal labor laws (be specific):

4. Describe your experience working with enterprise resource programs (e.g. NIS, SAP, PeopleSoft; HR databases/spreadsheets, etc.) - be specific: