

Your current application form and this completed questionnaire must be on file, received, or postmarked by **June 13, 2008**.

EQUAL OPPORTUNITY COMMISSION INVESTIGATOR I
#67-02013-1, Omaha
Nebraska Equal Opportunity Commission
Self-Report Questionnaire

Name: _____

Social Security Number: _____

- In order to insure that the Commission has a full understanding of your abilities, please give a brief response to each question. Be as complete and accurate as possible, as your answers will be scored and your score may determine whether you are interviewed for this job.

- Applicants who need accommodation in the selection process should request this in advance. 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.

- While you must provide enough information to show what you know or are able to do in relation to this job and where and how you obtained each particular knowledge or ability, your answers will also be scored for directness and conciseness. The ability to organize and summarize information effectively is one of the requirements of this job.

- Be sure to include personal life and volunteer experience as well as paid experience and formal training. 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. **Add more paper if needed. Be sure your name and Social Security number are on each sheet you submit.**

- Be sure the jobs and periods of schooling you mention in your answers are documented on your application form. If you have any questions on completing this questionnaire, please call (402) 471-4463. Your application for Equal Opportunity Investigator I will not be complete until this completed questionnaire is received by:

Nebraska State Personnel
wrk4neb.dasper@nebraska.gov
301 Centennial Mall South
P.O. Box 94905
Lincoln, NE 68509-4905

EQUAL OPPORTUNITY COMMISSION INVESTIGATOR I QUESTIONNAIRE

Short Answers

1. The Investigator I must interpret and apply Civil Rights laws, rules, regulations, discrimination theories, and Equal Opportunity Commission (EEO) guidelines to factual situations or cases. What experience or training have you had in analyzing facts or situations and applying laws, regulations, principles, or theories?
2. The Investigator I must interview people of diverse backgrounds. What experience or training have you had in interviewing people? Include in your answer the types of people interviewed, information sought and interviewing techniques used.
3. The Investigator I must identify sources of evidence, seek out sources, and collect and compile all the necessary evidence. What experience or training have you had in this area? Describe the steps and procedures you followed, and if this experience was related to civil rights.

EQUAL OPPORTUNITY COMMISSION INVESTIGATOR I QUESTIONNAIRE

7. The Investigator I in this position must have knowledge of employment practices and personnel procedures in order to understand and recognize proper or improper practices or procedures during investigations. What experience or training have you had in personnel administration?