

NAME: _____

3/2000

SUPPLEMENT FOR PERSONNEL MANAGEMENT SPECIALIST

In order to ensure that you receive the maximum credit to which you are entitled, it is essential that you complete this form as accurately and completely as possible. Be sure to list each relevant work experience, and list each change in job title or promotion **SEPERATELY**. **In describing your duties and responsibilities, avoid the use of general terms such as “handled,” “was responsible for,” “see attached resume,” etc.** Rather, give specific examples, which will clearly depict the exact nature of the tasks you performed. You may attach plain sheets of paper, if additional space is needed.

I. Do you possess professional management experience, as described in the job announcement? Yes _____ No _____

If “Yes,” please provide the following information:

a) Name of Employer _____

b) Your job title _____

c) Complete dates that you held that title:
From: _____/_____/_____ to: _____/_____/_____
Month Year Month Year

d) Average number of hours worked per week _____

e) Name and title of your immediate supervisor _____

f) Describe the personnel program/development where you worked (i.e., how large was the company, how many employees worked for the company, what functions did the personnel program/department handle, etc.).

