

CITY OF CRESCENT CITY

REQUIRED SUPPLEMENTAL QUESTIONNAIRE **HUMAN RESOURCES MANAGER / ANALYST**

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process.

The purpose of this required questionnaire is to provide applicants with the opportunity to elaborate on their qualifications for Human Resources Manager or Human Resource Analyst and to assist in assessing each applicant's individual qualifications. Responses to this questionnaire will be used to evaluate each applicant's relevant education, experience and training to determine who will be invited to continue further in the selection process.

Please answer the following questions on separate letter size paper, write your name on your response, and attach the page(s) to your application. Answer all questions fully and legibly. Your responses should be typed or neatly printed

You may also submit a resume or additional information; however, such items MAY NOT be submitted in lieu of the questionnaire.

- 1. Please provide any experience you have conducting recruitments, including administering written exams, employee selection, and the onboarding processes.**
- 2. Please outline your experience in ensuring compliance with employment laws and regulations**
- 3. Please describe your experience with employee unions**