



# NEIGHBORHOOD HOUSE ASSOCIATION

## SUPPLEMENTAL APPLICATION FOR:

## HUMAN RESOURCES ANALYST - RECRUITER

Name:

SSN:

### IMPORTANT INFORMATION & INSTRUCTIONS

This supplemental application is offered to provide you with the opportunity to fully and clearly explain your background and qualifications for the position of **Human Resources Analyst - Recruiter**. Please complete each section fully.

The information you provide on the general and supplemental applications will be used to evaluate your overall qualifications for the position and to determine your eligibility to compete in the selection and testing process. Based on the results of this evaluation process, candidates will be invited to participate in other examination segments of the selection process.

The supplemental application requires you to describe the training and experience that qualifies you for this position. It is your responsibility to assure that information you deem important to your candidacy is included in your responses. Your response to each of the questions must be no longer than one (8.5" x 11") type-written or legibly printed (12pt standard type). **Additional pages will not be considered.**

Both the standard application form and the supplemental application must be typed or legibly printed. RESUMES OR REFERRAL TO A RESUME IN LIEU OF A RESPONSE ON AN APPLICATION ARE NOT ACCEPTABLE. Illegible, incomplete or vague responses may disqualify your application, or reduce the credit given for your qualifications.

All sample material submitted with the supplemental application for our review **will not be returned.**

### CERTIFICATION

I hereby certify that all statements made in this supplemental application are true and complete, and that any misstatements of material facts will subject me to disqualification and/or dismissal.

Signature:

Date:

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

**Desired Position:** \_\_\_\_\_

**You are limited to a maximum of one 8.5" x 11" sheet for each question. Please type or print your name and the job title of the position you are applying for at the top of each page. No more than one page for each of the questions will be permitted in the examination process.**

**1. Please describe your experience as it relates to the following functional areas of human resources management responsibility:**

<b>Type of Experience</b>	<b>Years of Experience</b>	<b>Brief Description of experience; include relevant employers and dates of employment</b>
Design & implement recruitment and selection programs.	<input type="checkbox"/> _____ months <input type="checkbox"/> 1 -2 years <input type="checkbox"/> 3-4 years <input type="checkbox"/> 5 years or more	_____ _____ _____ _____ _____ _____
Design & conduct outreach recruitment programs.	<input type="checkbox"/> _____ months <input type="checkbox"/> 1 -2 years <input type="checkbox"/> 3-4 years <input type="checkbox"/> 5 years or more	_____ _____ _____ _____ _____ _____
Create job announcements, advertisements, and other recruitment material.	<input type="checkbox"/> _____ months <input type="checkbox"/> 1 -2 years <input type="checkbox"/> 3-4 years <input type="checkbox"/> 5 years or more	_____ _____ _____ _____ _____ _____

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

**Desired Position:** \_\_\_\_\_

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**Question 1 continued...**

Create instruments and methods to screen applications.	<input type="checkbox"/> _____ months <input type="checkbox"/> 1 -2 years <input type="checkbox"/> 3-4 years <input type="checkbox"/> 5 years or more	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Design and administer job related selection procedures. Note: list the various types you have experience with.	<input type="checkbox"/> _____ months <input type="checkbox"/> 1 -2 years <input type="checkbox"/> 3-4 years <input type="checkbox"/> 5 years or more	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Conduct complex organizational and position classification studies.	<input type="checkbox"/> _____ months <input type="checkbox"/> 1 -2 years <input type="checkbox"/> 3-4 years <input type="checkbox"/> 5 years or more	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

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

**Desired Position:** \_\_\_\_\_

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**Question 1 continued...**

Prepare new or modified job analysis documents and class specifications.	<input type="checkbox"/> _____ months <input type="checkbox"/> 1 -2 years <input type="checkbox"/> 3-4 years <input type="checkbox"/> 5 years or more	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Evaluate job using quantitative job evaluation methodologies.	<input type="checkbox"/> _____ months <input type="checkbox"/> 1 -2 years <input type="checkbox"/> 3-4 years <input type="checkbox"/> 5 years or more	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Research, develop, and recommend EEO/AA diversity policies and programs.	<input type="checkbox"/> _____ months <input type="checkbox"/> 1 -2 years <input type="checkbox"/> 3-4 years <input type="checkbox"/> 5 years or more	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

**Applicant Name:**

**Desired Position:**

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- 2. Please list the various classifications you have experience recruiting for (provide the classification title and the agency/company where performed).**

**EXAMPLE:**

<b><u>Classification</u></b>	<b><u>Agency/ Company</u></b>
Human Resources Analyst	Neighborhood House Association

<b><u>Classification</u></b>	<b><u>Agency/ Company</u></b>

- 3. Describe your experience developing advertisements and working directly with advertising/ public relations agencies and professional organizations.**
- 4. Describe your experience working with hiring managers in the development of targeted recruitment campaigns.**
- 5. Describe your experience working with on-line recruitment and employment software programs.**
- 6. Describe your established recruitment sources that would contribute to your success if you were selected for the Recruiter position.**