

PERSONAL DATA

Full Name _____

Present Address _____
Street address City State Zip Code

Phone _____ Email Address _____

Are you eligible to work in the United States? ☐ Yes ☐ No

Do you have any limitations on when you are available to work? ☐ Yes ☐ No

If yes, please explain _____

How soon would you be able to begin working? _____

Do you have access to an automobile for work purposes? ☐ Yes ☐ No

Are you able to lift/carry up to 35 lbs? ☐ Yes ☐ No

EDUCATION

	Name	Location	Diploma/Degree/Specialization
High School/GED	_____	_____	_____
College/University	_____	_____	_____
Licenses/Certifications	_____	_____	_____
Courses/Training	_____	_____	_____

EMPLOYMENT HISTORY

Company Name _____ Job Title _____

Company Address _____

Immediate Supervisor _____ Phone _____

Dates of Employment _____ - _____ Reason for Leaving: _____

Job Duties _____

Is this a current employer? ☐ Yes ☐ No If yes, may we contact this employer? ☐ Yes ☐ No

Company Name _____ Job Title _____

Company Address _____

Immediate Supervisor _____ Phone _____

Dates of Employment _____ - _____ Reason for Leaving: _____

Job Duties _____

Company Name _____ Job Title _____

Company Address _____

Immediate Supervisor _____ Phone _____

Dates of Employment _____ - _____ Reason for Leaving: _____

Job Duties _____

SOFTWARE SKILLS/KNOWLEDGE (List in software programs/applications that you are experienced in using)

REFERENCES

Please provide full contact details for three contactable references from current or former employers.

Name _____ Position _____

Relationship _____

Phone number _____ Email: _____

Name _____ Position _____

Relationship _____

Phone number _____ Email: _____

Name _____ Position _____

Relationship _____

Phone number _____ Email: _____

Please complete the supplemental questionnaire, below.

Administrative Assistant 1, Idaho State University Supplemental Questionnaire

*QUESTION 1

MQ 1 Please select the response that best describes your work experience with answering business phones, greeting visitors, AND screening callers for further access to staff. It is important that your resume clearly support your response to this question. Specifically, the resume should reflect your work experience and should include: position(s) held, dates of employment, as well as a brief description of responsibilities and duties performed. If your selections are not supported in your resume you may not receive a passing exam score and will be removed from consideration. Providing unsupported, inaccurate, or false responses may also limit your eligibility for future State employment.

- ☐ I have not had education, training, or experience in performing this task.
- ☐ I have at least six months of work experience performing this task.
- ☐ I have at least one year of work experience performing this task.
- ☐ I have more than one year of work experience where I was consulted by other workers to assist them in this task, or assigned by my supervisor to train new employees in this task.

*QUESTION 2

MQ 2 Please select the response that best describes your experience in a work setting reviewing documents and records for accuracy and completeness. It is important that your resume clearly support your response to this question. Specifically, the resume should reflect your work experience and should include: position(s) held, dates of employment, as well as a brief description of responsibilities and duties performed. If your selections are not supported in your

resume you may not receive a passing exam score and will be removed from consideration. Providing unsupported, inaccurate, or false responses may also limit your eligibility for future State employment.

- ☐ I have not had education, training, or experience in performing this task.
- ☐ I have at least six months of work experience performing this task.
- ☐ I have at least one year of work experience performing this task.
- ☐ I have more than one year of work experience where I was consulted by other workers to assist them in this task, or assigned by my supervisor to train new employees in this task.

***QUESTION 3**

MQ 3 Please select the response that best describes your work experience using spreadsheet software (i.e. Excel or Google Sheets) to create and modify electronic worksheets and design and print graphs. It is important that your resume clearly support your response to this question. Specifically, the resume should reflect your work experience and should include: position(s) held, dates of employment, as well as a brief description of responsibilities and duties performed. If your selections are not supported in your resume you may not receive a passing exam score and will be removed from consideration. Providing unsupported, inaccurate, or false responses may also limit your eligibility for future State employment.

- ☐ I have not had education, training, or experience in performing this task.
- ☐ I have at least six months of work experience performing this task.
- ☐ I have at least one year of work experience performing this task.
- ☐ I have more than one year of work experience where I was consulted by other workers to assist them in this task, or assigned by my supervisor to train new employees in this task.

***QUESTION 4**

MQ 4 Please select the response that best describes your work experience using word processing software (i.e. Word or Google Docs) to create and modify documents. It is important that your resume clearly support your response to this question. Specifically, the resume should reflect your work experience and should include: position(s) held, dates of employment, as well as a brief description of responsibilities and duties performed. If your selections are not supported in your resume you may not receive a passing exam score and will be removed from consideration. Providing unsupported, inaccurate, or false responses may also limit your eligibility for future State employment.

- ☐ I have not had education, training, or experience in performing this task.
- ☐ I have at least six months of work experience performing this task.
- ☐ I have at least one year of work experience performing this task.
- ☐ I have more than one year of work experience where I was consulted by other workers to assist them in this task, or assigned by my supervisor to train new employees in this task.

***QUESTION 5**

MQ 5 Please select the response that best describes your work experience working with sensitive or restricted data such as financial, personal, and medical with the responsibility to protect the confidentiality of that information. It is important that your resume clearly support your response to this question. Specifically, the resume should reflect your work experience and should include: position(s) held, dates of employment, as well as a brief description of responsibilities and duties performed. If your selections are not supported in your resume you may not receive a passing exam score and will be removed from consideration. Providing unsupported, inaccurate, or false responses may also limit your eligibility for future state employment.

- ☐ I have not had education, training, or experience in performing this task.
- ☐ I have at least six months of work experience performing this task.

- ☐ I have at least one year of work experience performing this task.
- ☐ I have more than one year of work experience where I was consulted by other workers to assist them in this task, or assigned by my supervisor to train new employees in this task.

*QUESTION 6

MQ 6 Select the response that best describes your experience balancing, coordinating, and setting priorities for multiple projects with varying deadlines. It is important that your resume clearly support your response to this question.

Specifically, the resume should reflect your work experience and should include: position(s) held, dates of employment, as well as a brief description of responsibilities and duties performed. If your selections are not supported in your resume you may not receive a passing exam score and will be removed from consideration. Providing unsupported, inaccurate, or false responses may also limit your eligibility for future state employment.

- ☐ I have not had education, training, or experience in performing this task.
- ☐ I have at least six months of work experience performing this task.
- ☐ I have at least one year of work experience performing this task.
- ☐ I have more than one year of work experience where I was consulted by other workers to assist them in this task, or assigned by my supervisor to train new employees in this task.

*QUESTION 7

Specialty Item: Select the response that best describes your experience analyzing, interpreting, and explaining complex information or documents. It is important that your resume clearly support your response to this question. Specifically, the resume should reflect your work experience and should include: position(s) held, dates of employment, as well as a brief description of responsibilities and duties performed. If your selections are not supported in your resume you may not receive a passing exam score and will be removed from consideration. Providing unsupported, inaccurate, or false responses may also limit your eligibility for future state employment.

- ☐ I have not had education, training, or experience in performing this task.
- ☐ I have at least six months of work experience performing this task.
- ☐ I have at least one year of work experience performing this task.
- ☐ I have more than one year of work experience where I was consulted by other workers to assist them in this task, or assigned by my supervisor to train new employees in this task.

QUESTION 8 N/A

Specialty Item: I have some knowledge of medical terminology and the general benefits of Medicaid, Medicare and major insurance companies gained through at least 6 months of full-time work experience where applying this knowledge was a primary job responsibility. This is typically met by approximately six months of work experience in a doctors, dentist or related office with responsibility for applying this knowledge as a primary job duty. Requires the use of a ICD/CPT codes as a work related source to understand and apply policies and procedures including medical billing OR the completion of education or training courses. This is required for some positions only and will not increase your score. This specialty area is not required for all positions. Responding "no" to this item will not affect your score nor disqualify you from positions that do not require this specialty. It is important that your resume clearly support your response to this question. Specifically, the resume should reflect your work experience &/or education. For experience, your resume should include: positions held, dates of employment, as well as a brief description of responsibilities and duties performed. If you have education and/or training to support your selections, please include: field of course work, degree/certification title and additional applicable coursework. If your selections are not supported in your resume you may not receive a passing exam score and will be removed from consideration. Providing unsupported, inaccurate, or false responses may also limit your eligibility for future state employment.

☐ Yes

☐ No

***QUESTION 9**

Ranking Item: Select the response that best describes your experience making arrangements for meetings such as scheduling and coordinating facilities and equipment, notifying participants, preparing agendas, setting up rooms, and arranging for refreshments and luncheons. It is important that your resume clearly support your response to this question. Specifically, the resume should reflect your work experience and should include: position(s) held, dates of employment, as well as a brief description of responsibilities and duties performed. If your selections are not supported in your resume you may not receive a passing exam score and will be removed from consideration. Providing unsupported, inaccurate, or false responses may also limit your eligibility for future state employment.

☐ I have not had education, training, or experience in performing this task.

☐ I have at least six months of work experience performing this task.

☐ I have at least one year of work experience performing this task.

☐ I have more than one year of work experience where I was consulted by other workers to assist them in this task, or assigned by my supervisor to train new employees in this task.

***QUESTION 10**

Ranking Item: Select the response that best describes your experience coordinating with others to accomplish work-related activities. It is important that your resume clearly support your response to this question. Specifically, the resume should reflect your work experience and should include: position(s) held, dates of employment, as well as a brief description of responsibilities and duties performed. If your selections are not supported in your resume you may not receive a passing exam score and will be removed from consideration. Providing unsupported, inaccurate, or false responses may also limit your eligibility for future state employment.

☐ I have not had education, training, or experience in performing this task.

☐ I have at least six months of work experience performing this task.

☐ I have at least one year of work experience performing this task.

☐ I have more than one year of work experience where I was consulted by other workers to assist them in this task, or assigned by my supervisor to train new employees in this task.

QUESTION 11 N/A

Ranking Item: I have good knowledge of the components of a university transcript, AND experience applying university registrar/admission policies and procedures. This is typically met by approximately six months of work experience in a registrar, admissions, graduate admissions, financial aid, deans or related office with responsibility for applying transcript components such as course numbers, grade point average, quality points, credit hours, course history and degrees earned. Requires use of a college catalog as a work related source to understand and apply policies and procedures including transcripts and dropping and adding classes. Experience as a student or prospective student is NOT qualifying. This is required for some positions only and will not increase your score. It is important that your resume clearly support your response to this question. Specifically, the resume should reflect your work experience and should include: position(s) held, dates of employment, as well as a brief description of responsibilities and duties performed. If your selections are not supported in your resume you may not receive a passing exam score and will be removed from consideration. Providing unsupported, inaccurate, or false responses may also limit your eligibility for future state employment.

☐ Yes

☐ No

QUESTION 12

Ranking Item: I have completed training specifically covering grants or contracts monitoring or tracking and reporting; OR experience monitoring or tracking grants or contracts and compiling status reports on grants or contracts. This is typically met by successful completion of a training course or workshop of at least eight hours or three month's work experience. This specialty area is not required for all positions. Responding "no" to this item will not affect your score nor disqualify you from positions that do not require this specialty. It is important that your resume clearly support your response to this question. Specifically, the resume should reflect your work experience &/or education. For experience, your resume should include: positions held, dates of employment, as well as a brief description of responsibilities and duties performed. If you have education and/or training to support your selections, please include: field of course work, degree/certification title and additional applicable coursework. If your selections are not supported in your resume you may not receive a passing exam score and will be removed from consideration. Providing unsupported, inaccurate, or false responses may also limit your eligibility for future state employment.

☐ Yes

☐ No

* Required Question