

GENERAL TIPS FOR COMPLETING A MORE SUCCESSFUL EMPLOYMENT APPLICATION:

Note: Human Resources staff relies on the employment application form to determine if you meet the minimum qualifications for the job.

- Be sure to carefully read the entire recruitment announcement and pay special attention to the experience and training required as well as any special requirements listed.
- Determine if **you are** or **are not** qualified to apply for the job.
- You must show clearly on your employment application that you meet the **Minimum Qualifications** section of the job announcement.
- Complete all parts of the application form.
- **DO NOT say “see resume”** in lieu of the employment history or supplemental information requested on your application.
- List each job separately. Do not lump jobs together even if they are in the same organization.
- Explain in detail your qualifying experience in your employment history and any relevant experience, whether paid or unpaid (volunteer work, etc). Only those that meet the minimum qualifications and most qualified will be considered and referred to the next step.
- Include dates of employment and number of hours per week (some positions require a certain amount of years of experience). For each required year, full credit is given to full time status/hours. For example, if the requirement is 3 yrs of experience and your application demonstrates 3 yrs, 20 hours per week, your application only demonstrates ½ the required amount of experience, not meeting the minimum requirements.
- Always include degrees held or date expected to receive degree.
- Allow yourself enough time to complete an application before the deadline; this eliminates room for errors and not completing the application accurately.
- Be as thorough as possible with relevant information as you will be competing with other qualified candidates. Depending on the type of recruitment and applicant pool, you may potentially be competing with hundreds or even thousands of qualified applicants.
- Review your application materials before you submit them, including spelling and grammar. Once you click on the submit button, your application is subject for review and you may not have the opportunity to make any changes.
- Keep a copy of your completed application packet.
- Print a copy of the job bulletin to refer to when needed.

GENERAL TIPS FOR COMPLETING A MORE SUCCESSFUL SUPPLEMENTAL QUESTIONNAIRE:

Note: This is a competitive process. Your responses to the supplemental questionnaire will be used in evaluating your qualifications. The most qualified are moved to the next step of the selection process.

- Before you begin responding to the supplemental questions, review your current and previous job position descriptions, duties, accomplishments and performance appraisals. This quick review could greatly improve your answers.
- Make sure you answer all of the questions on the supplemental questionnaire.
- For each response, show clearly how your background closely matches the needs of the position.

- Tell us what you have accomplished or completed, not what others have done. Responses such as “I was involved in the budgeting process” are not descriptive enough. Tell us what **your** specific job duties were and what **you did** to achieve results.
- Repeat yourself if necessary. Remember, each response is evaluated independently from the others. You may need to repeat some information from one response to another.
- Be concise, yet thorough. Stick to factual data. Avoid digression into philosophy.
- Unless the announcement instructs you otherwise, there is no “right” number of words or pages.
- Specifically identify each response to the corresponding question. If the question has several parts, be sure to answer and number each response separately.

DO's:

- Read the questions carefully before you answer. If you are asked to list experience that covers a certain number of years, be certain you have that number of years in your employment history.
- When asked about your experience, be sure to provide specific information – where, when, what and how.
- Demonstrate how your experience is relevant to the specific job for which you are applying.
- Answer every question completely. Provide as much relevant information as possible, without omitting any pertinent details about your experience.
- Write “N/A” in the space, if something doesn't apply to you.

DONT's:

What works against you in the screening process and may be the basis for disqualification

- DO NOT say “see resume” where the application asks for a description of your job duties.
- DO NOT leave any questions unanswered. If a question doesn't pertain to you, write “N/A” in the space provided.
- DO NOT provide incomplete answers, blank spaces, or inconsistent information.
- DO NOT discuss what you read about or heard about if you did not actually perform the duties. We want to know what **you did not** what you know works when answering a specific question.