



Supplemental Questionnaire

A completed Supplemental Questionnaire must be submitted with your application for employment to be considered in the selection process. Please answer each question as accurately and thoroughly as possible. Please provide the samples as requested.

1. The information provided in your application must support your answers in the supplemental questionnaire. The information you provide will be verified and additional documentation may be required. You may be asked to demonstrate your knowledge and skills in a work sample or during an interview. By completing these supplemental questions, you are attesting that the information you have provided is accurate. Any misstatements, omissions, or falsification of information may eliminate you from consideration.

☐ Yes, I understand and agree.

☐ No, I do not agree.

2. Rate your skill with Microsoft Office Products (Word, Excel, Power Point, Publisher).

☐ **Advanced** (macros, track changes, mail merge, break, hyperlink, forms, outline, formulas, graphics, data charts)

☐ **Experienced** (page set up, tables, labels, envelopes, footnote, endnote, tools, and tabs)

☐ **Novice** (type, edit, format, font, correspondence, and other documents; spell check, cut, copy, paste, change case, adjust indent)

☐ No experience with Microsoft Office Products.

3. Which of the following do you have professional experience with? Select all that apply.

☐ Facebook

☐ CivicPlus

☐ Twitter

☐ Photo/Video Editing System

☐ LinkedIn

☐ HootSuite

☐ Other: _____

4. Please provide a copy of a sample press release regarding an item from a County Commissioner Meeting.
5. Please provide two sample Social Media posts.