

Supplemental Application Questions

Administrative Assistant

1. How many years of experience do you have in organizing/managing the daily functions of an office?
 I do not have this experience
 Less than 1 year
 1 year or more, but less than 3 years
 3 years or more, but less than 5 years
 5 years or more

2. In which of the following fields do you have a degree, certification, or specialized/technical training? (Check all that apply)
 Business/Office Administration
 Accounting or Finance
 Legal Assistant/Paralegal
 Other - please indicate
 None of the above

3. If you have completed post high school education, please list the school(s) you attended and indicate your major area(s) of specialization. If you do not have post high school education, type 'none' in the space provided.

4. Which of the following best describes your skill level using Microsoft Word:
 No significant experience using Microsoft Word
 Experience creating Microsoft Word documents; saving and printing data
 All of the skills listed above PLUS modifying, editing, deleting, moving, formatting, copying and pasting data
 All of the skills listed above PLUS creating tables, charts, and macros

5. Which of the following best describes your skill level using Microsoft Excel:
 No significant experience using Microsoft Excel
 Experience reading MS Excel worksheets to find information; printing worksheets
 All of the skills listed above PLUS modifying, editing, deleting, moving, formatting, copying and pasting data
 All of the skills listed above PLUS creating formulas, charts, and macros

6. Describe your experience in working with Microsoft Access. Specifically list the functions you have performed in Access. If you do not have Microsoft Access experience, type 'none' in the space provided.

7. Describe your experience in handling sensitive or confidential information. If you do not have experience working with sensitive or confidential information, type 'none' in the space provided.

8. Name any office equipment that you have worked with and your level of proficiency in working with the type of equipment (years of experience, frequency in working with the equipment, etc). If you do not have experience working with office equipment, type 'none' in the space provided.

9. Please describe any computer software that you have worked with and indicate the number of years that you have worked with each software program you have listed. If you do not have experience working with computer software, type 'none' in the space provided.