



Southern
Illinois University
School of Medicine

Office of Human Resources
Addendum to *Application for Civil Service Employment*

Applicant Name: _____
(please print)

APPOINTMENT SCHEDULER & OPERATOR – SIU CALL CENTER

So that we may better assess your experience towards meeting the minimum qualifications, please provide the requested information for the following areas:

Do you have work experience that involved scheduling a significant volume of appointments? Yes No
If yes:

At which job(s) and for how long?

Please estimate the volume. Approximate number of appointments scheduled per day:

What type(s) of appointments were you scheduling?

Were there any factors that made the scheduling complicated? Yes No
If yes, what were those factors?

Was the scheduling done on a computerized system? Yes No
If yes, what type of system or program was used?

Please share any other information regarding your experience in a job where your primary focus was scheduling a sizable amount of appointments while also handling a main business telephone line.

I hereby affirm that I have accurately represented my amount and type of experience called for in this addendum, and I understand that misrepresentation or omission of facts called for may constitute grounds for rejection of application or for termination of employment from Southern Illinois University School of Medicine (SIU-SM).

Signature _____ Date _____

05/2006: rev.3/2009