



Applicant Name: _____
(please print)

BUSINESS ADMINISTRATION

So that we may better assess your knowledge/skill level, please complete the areas that apply to your experience and/or education. Self-ratings are as follows:

- 1 = entry level knowledge and/or experience**
- 2 = moderate degree of skill and proficiency**
- 3 = thoroughly skilled and proficient**

Section I: General Knowledge, Skills and Abilities

In this section, please identify the level of your knowledge, skill, or ability in each area listed. Then, identify which job and/or curriculum supports your self-assessment.

Example:

Overall Management Knowledge, Skills & Abilities	Knowledge, Skill or Ability Self Rating	Knowledge, Skill or Ability Level Demonstrated through Which Job and/or Curriculum?
Knowledges:		
Office Technology or Management Information Systems	3	Chief Information Officer for ABC Technology Company. Master's degree in information technology from M.I.T.

Overall Management Knowledge, Skills & Abilities	Knowledge, Skill or Ability Self Rating	Knowledge, Skill or Ability Level Demonstrated through which Job or Curriculum?
Knowledge:		
Office Technology or Management Information Systems		
Accounting		
Economics & Finance		
Human Resources		
Statistics		
Business Law		
Operations Management		
Marketing		
Strategic Planning		
Architecture & Engineering		
Skills:		
Oral Communication		
Written Communication		
Policy Formulation & Development		
Departmental Program or Project Planning		

Overall Management Knowledge, Skills & Abilities	Knowledge, Skill or Ability Self Rating	Knowledge, Skill or Ability Level Demonstrated through which Job or Curriculum?
Establishing Goals and Objectives		
Procedure Development and Implementation to Improve Productivity & Customer Service		
Interpersonal: Establishing & Maintaining Effective Working Relationships		
Supervision		
Computer Applications (e.g., spreadsheet, database, word processing)		
Abilities:		
Analytical		
Detail Oriented		
Flexible; Able to Coordinate Several Projects at Once		
Decisive; Able to Quickly Resolve Specific Problems & Cope with Deadlines		

Please list any relevant certifications which you have attained (e.g., Certified Public Accountant, Certified Financial Planner, Certified Administrative Manager, Certified Facility Manager).

Section II: Specific Functional Area of Expertise

The responsibilities of business administration encompass a broad range of functions. In this section, please identify the amount of experience you have in each area, provide a self-assessment of your knowledge or skill in that area, and then identify which job supports your self-assessment.

Example:

Accounting & Purchasing	Amount of Experience	Knowledge/Skill Self Rating	Experience Gained in Which Job?
Accounting & Reporting: Fund Accounting	__2__ yrs / __8__ mos	2	ABC Insurance Company

Accounting, Purchasing and Payroll	Amount of Experience	Knowledge/Skill Self Rating	Experience Gained in Which Job?
Accounting & Reporting:			
Fund Accounting	____ yrs / ____ mos		
Accrual Accounting	____ yrs / ____ mos		
Cash Accounting	____ yrs / ____ mos		
Knowledge of GAAP	____ yrs / ____ mos		
Knowledge of Tax Laws and Regulations	____ yrs / ____ mos		
Reporting-Statistics	____ yrs / ____ mos		
Accounting Systems Development	____ yrs / ____ mos		
Purchasing:			
Procurement & Contract Management	____ yrs / ____ mos		
Vendor Selection	____ yrs / ____ mos		
Cost Analysis	____ yrs / ____ mos		
Contract Negotiations	____ yrs / ____ mos		
Contract Preparation & Review	____ yrs / ____ mos		
Payroll:			
Legal Requirements	____ yrs / ____ mos		
Processing/Administration	____ yrs / ____ mos		

Description of Accounting, Purchasing and Payroll experience listed above:

Financial Planning and Administration	Amount of Experience	Knowledge/Skill Self Rating	Experience Gained in Which Job?
Financial Planning/Budgeting:			
Budgetary Planning & Control	____ yrs / ____ mos		
Statement Analyses	____ yrs / ____ mos		
Projections & Forecasting	____ yrs / ____ mos		
ROI/Break Even Points	____ yrs / ____ mos		
Sources & Uses of Funds	____ yrs / ____ mos		
Capital Funding	____ yrs / ____ mos		
Debt Service	____ yrs / ____ mos		
External Grants	____ yrs / ____ mos		
Legislative Appropriations	____ yrs / ____ mos		
Analyses & Recommendations	____ yrs / ____ mos		
Auditing	____ yrs / ____ mos		
Internal Control Systems	____ yrs / ____ mos		
Preparing Written Management Planning Reports & Directives	____ yrs / ____ mos		
Strategic Management Consultation	____ yrs / ____ mos		
General Administration:			
Priority Setting & Decision Making	____ yrs / ____ mos		
Project Monitoring & Control	____ yrs / ____ mos		
Problem-Solving; Generating Ideas and Creative Ways to Viably Resolve Financial and Management Problems	____ yrs / ____ mos		
Marketing & Customer Service	____ yrs / ____ mos		

Description of Financial Planning/Budgeting experience listed above:

Insurance/Risk Management	Amount of Experience	Knowledge/Skill Self Rating	Experience Gained in Which Job?
Functional Area:			
Health Insurance	____ yrs / ____ mos		
Life Insurance	____ yrs / ____ mos		
Workers' Compensation	____ yrs / ____ mos		
Unemployment Insurance	____ yrs / ____ mos		
Risk Assessment & Minimization:			
Insurance Claims Analysis	____ yrs / ____ mos		
Cost Control	____ yrs / ____ mos		
Records Management	____ yrs / ____ mos		
Contract Negotiations	____ yrs / ____ mos		
Healthcare Financing:			
Insurance Budget Preparation & Control	____ yrs / ____ mos		

Description of Insurance/Risk Management experience listed above:

Human Resources Management	Amount of Experience	Knowledge/Skill Self Rating	Experience Gained in Which Job?
<u>Personnel Administration:</u>			
Selection & Recruitment	____ yrs / ____ mos		
Salary Administration	____ yrs / ____ mos		
Collective Bargaining	____ yrs / ____ mos		
Employee Relations	____ yrs / ____ mos		
Benefits Administration	____ yrs / ____ mos		
Legal Obligations & Compliance	____ yrs / ____ mos		
Program Development	____ yrs / ____ mos		
Program Administration	____ yrs / ____ mos		
Negotiating	____ yrs / ____ mos		
<u>Organizational Change:</u>			
Organizational Behavior	____ yrs / ____ mos		
In-Service Training & Development	____ yrs / ____ mos		
Performance Excellence	____ yrs / ____ mos		
Strategic & Workforce Planning	____ yrs / ____ mos		
Change Management	____ yrs / ____ mos		
<u>Supervision:</u>			
Motivation & Rewards	____ yrs / ____ mos		
Supervisory Controls	____ yrs / ____ mos		
Organizational Design	____ yrs / ____ mos		
Methods of Influence	____ yrs / ____ mos		
Employment Law	____ yrs / ____ mos		

Description of Human Resources Management experience listed above:

Facilities Management	Amount of Experience	Knowledge/Skill Self Rating	Experience Gained in Which Job?
<u>Real Estate Management:</u>			
Supervision of Construction	____ yrs / ____ mos		
Maintenance of Buildings & Grounds	____ yrs / ____ mos		
Operation of Plant – Engineering Services	____ yrs / ____ mos		
Space and Workplace Planning	____ yrs / ____ mos		
<u>Office Management:</u>			
Security	____ yrs / ____ mos		
Warehousing	____ yrs / ____ mos		
Property Disposal	____ yrs / ____ mos		
Logistics & Distribution, Including Mail & Messenger Services	____ yrs / ____ mos		

Description of Facilities Management experience listed above:

Management Information	Amount of Experience	Knowledge/Skill Self Rating	Experience Gained in Which Job?
<u>Management Information Systems:</u>			
Mainframe Computing Services	____ yrs / ____ mos		
Networked Services	____ yrs / ____ mos		
Design & Development	____ yrs / ____ mos		
Maintenance	____ yrs / ____ mos		
Security	____ yrs / ____ mos		
<u>Communications Management:</u>			
Permanent Property Records & Legal Papers	____ yrs / ____ mos		
Legal Obligations & Compliance (e.g., FOIA, Privacy Acts)	____ yrs / ____ mos		
Community Relations	____ yrs / ____ mos		
Media Relations	____ yrs / ____ mos		

Description of Management Information experience listed above:

Please share any other business management experience you have that is not reflected in the areas listed on this Addendum to Application:

I hereby affirm that I have accurately represented my knowledge, skills and abilities, and 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-SOM).

Signature _____ Date _____

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