



Applicant Name: _____
(please print)

HUMAN RESOURCES

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**

RECRUITMENT & RETENTION	Experience?		Skill Level	Please indicate if experience/knowledge was gained through job or education & specify where	
	YES	NO			
Work with management and/or focus groups on recruitment objectives	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Job <input type="checkbox"/> Educ	
Strategic recruitment program with targeted outcomes	<input type="checkbox"/> Design <input type="checkbox"/> Implement	<input type="checkbox"/>		<input type="checkbox"/> Job <input type="checkbox"/> Educ	
Professional resource listings	<input type="checkbox"/> Develop <input type="checkbox"/> Maintain	<input type="checkbox"/>		<input type="checkbox"/> Job <input type="checkbox"/> Educ	
Work with departments to identify skills needed for success in specific jobs	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Job	
Write effective employment advertisements	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Job <input type="checkbox"/> Educ	
Design employment brochures, flyers, etc., focused on marketing the employer	<input type="checkbox"/> Assist <input type="checkbox"/> Develop	<input type="checkbox"/>		<input type="checkbox"/> Job <input type="checkbox"/> Educ	
Participate in job fairs	<input type="checkbox"/> Coordinate <input type="checkbox"/> Recruit	<input type="checkbox"/>		<input type="checkbox"/> Job	
Network within community	<input type="checkbox"/> Schools <input type="checkbox"/> Businesses	<input type="checkbox"/>		<input type="checkbox"/> Job	
Determine best ROI for recruitment budget	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Job <input type="checkbox"/> Educ	
Identify methods of measuring success of recruitment program	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Job <input type="checkbox"/> Educ	
Track turnover & identify patterns	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Job <input type="checkbox"/> Educ	
Recommend solutions to reduce turnover	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Job	

TRAINING & DEVELOPMENT	Experience?		Skill Level	Please indicate if experience/knowledge was gained through job or education & specify where	
	YES	NO			
Evaluate training needs of employees and departments	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Job <input type="checkbox"/> Educ	
Training & development goals and objectives	<input type="checkbox"/> Participate <input type="checkbox"/> Implement	<input type="checkbox"/>		<input type="checkbox"/> Job <input type="checkbox"/> Educ	
Preparation of instructional materials for staff	<input type="checkbox"/> Research <input type="checkbox"/> Write	<input type="checkbox"/>		<input type="checkbox"/> Job <input type="checkbox"/> Educ	
Training seminars & workshops	<input type="checkbox"/> Design <input type="checkbox"/> Conduct	<input type="checkbox"/>		<input type="checkbox"/> Job <input type="checkbox"/> Educ	
Coordinate use of external trainers	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Job <input type="checkbox"/> Educ	
New employee orientation	<input type="checkbox"/> Participate <input type="checkbox"/> Coordinate	<input type="checkbox"/>		<input type="checkbox"/> Job <input type="checkbox"/> Educ	

EMPLOYMENT	Experience?		Skill Level	Please indicate if experience/knowledge was gained through job or education & specify where	
	YES	NO			
Laws governing hiring process	<input type="checkbox"/> Knowledge <input type="checkbox"/> Application			<input type="checkbox"/> Job <input type="checkbox"/> Educ	
Counsel with departments regarding their employment needs	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Job	
Screen & evaluate resumes and application materials	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Job <input type="checkbox"/> Educ	
Determine if applicant meets necessary job requirements	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Job <input type="checkbox"/> Educ	
Administer pre-employment examinations	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Job <input type="checkbox"/> Educ	
Score pre-employment examinations	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Job <input type="checkbox"/> Educ	
Enter applicant data into HR database	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Job <input type="checkbox"/> Educ	
Schedule applicants for exam or interview	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Job <input type="checkbox"/> Educ	
Coordinate criminal background investigations	<input type="checkbox"/> Submit <input type="checkbox"/> Review	<input type="checkbox"/>		<input type="checkbox"/> Job	
Make hire offers	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Job <input type="checkbox"/> Educ	
Rescind hire offers	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Job <input type="checkbox"/> Educ	
Identify alternative solutions to hiring challenges	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Job <input type="checkbox"/> Educ	
Conduct career counseling	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Job	
<i>Immigration & Visa Compliance, as relates to Employment</i>					
Employment Eligibility Verification	<input type="checkbox"/> Complete I-9s <input type="checkbox"/> Compliance	<input type="checkbox"/>		<input type="checkbox"/> Job <input type="checkbox"/> Educ	
Knowledge of visa categories	<input type="checkbox"/>			<input type="checkbox"/> Job <input type="checkbox"/> Educ	
Create and submit immigration documents	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Job <input type="checkbox"/> Educ	
Work with employer policies regarding hiring of noncitizens	<input type="checkbox"/> Develop <input type="checkbox"/> Interpret	<input type="checkbox"/>		<input type="checkbox"/> Job	
Interact with attorneys to manage visa/green card submittals	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Job	

BENEFITS	Experience?		Skill Level	Please indicate if experience/knowledge was gained through job or education & specify where	
	YES	NO			
Interpret and explain benefit programs to applicants/employees	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Job <input type="checkbox"/> Educ	
Enroll employees in benefit programs	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Job	
Assist with or resolve common benefit problems	<input type="checkbox"/> Assist <input type="checkbox"/> Resolve	<input type="checkbox"/>		<input type="checkbox"/> Job	
Assist with or resolve <u>complex</u> benefit problems	<input type="checkbox"/> Assist <input type="checkbox"/> Resolve	<input type="checkbox"/>		<input type="checkbox"/> Job	
Group informational presentations	<input type="checkbox"/> Assist <input type="checkbox"/> Conduct	<input type="checkbox"/>		<input type="checkbox"/> Job <input type="checkbox"/> Educ	
Counsel employees on benefit issues	<input type="checkbox"/> Basic <input type="checkbox"/> Complex	<input type="checkbox"/>		<input type="checkbox"/> Job <input type="checkbox"/> Educ	
Process leaves of absence	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Job	
Process workers' compensation claims	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Job	
Process fringe benefits	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Job	

CLASSIFICATION & COMPENSATION	Experience?		Skill Level	Please indicate if experience/knowledge was gained through job or education & specify where	
	YES	NO			
Determine allocation of positions to classes/titles and/or levels	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Job <input type="checkbox"/> Educ	
Evaluate user needs and develop new classes/titles as appropriate	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Job <input type="checkbox"/> Educ	
Assist with or develop policies and guidelines pertaining to classes/titles and/or compensation	<input type="checkbox"/> Assist <input type="checkbox"/> Develop	<input type="checkbox"/>		<input type="checkbox"/> Job <input type="checkbox"/> Educ	
Conduct departmental reviews of staffing needs and make recommendations	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Job	
Conduct internal equity studies	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Job <input type="checkbox"/> Educ	
Develop job descriptions	<input type="checkbox"/> Assist <input type="checkbox"/> Write	<input type="checkbox"/>		<input type="checkbox"/> Job <input type="checkbox"/> Educ	
Conduct complicated or sensitive salary surveys	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Job <input type="checkbox"/> Educ	
Establish salary ranges	<input type="checkbox"/> Assist <input type="checkbox"/> Develop	<input type="checkbox"/>		<input type="checkbox"/> Job <input type="checkbox"/> Educ	
Develop reports on market trends and forecasts	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Job <input type="checkbox"/> Educ	
Provide consultation and advice to administrators regarding positions and pay	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Job	

GENERAL SKILLS AND ABILITIES	Experience?		Skill Level	Please indicate if experience/knowledge was gained through job or education & specify where	
	YES	NO			
Marketing & Customer Service	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Job <input type="checkbox"/> Educ	
Project Monitoring & Control	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Job <input type="checkbox"/> Educ	
Procedure Development and Implementation	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Job <input type="checkbox"/> Educ	
Coordinate Projects or Events	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Job <input type="checkbox"/> Educ	
Prepare reports	<input type="checkbox"/> Statistical <input type="checkbox"/> Narrative	<input type="checkbox"/>		<input type="checkbox"/> Job	
Participate in production of publications	<input type="checkbox"/> Write articles <input type="checkbox"/> Proof <input type="checkbox"/> Publish	<input type="checkbox"/>		<input type="checkbox"/> Job <input type="checkbox"/> Educ	
Identify methods for improving service operations	<input type="checkbox"/> Recommend <input type="checkbox"/> Implement	<input type="checkbox"/>		<input type="checkbox"/> Job <input type="checkbox"/> Educ	
Strategic Planning	<input type="checkbox"/> Assist <input type="checkbox"/> Lead	<input type="checkbox"/>		<input type="checkbox"/> Job <input type="checkbox"/> Educ	
Set short and long range goals for department or division	<input type="checkbox"/> Participate <input type="checkbox"/> Implement	<input type="checkbox"/>		<input type="checkbox"/> Job <input type="checkbox"/> Educ	
Departmental budgeting	<input type="checkbox"/> Input <input type="checkbox"/> Control	<input type="checkbox"/>		<input type="checkbox"/> Job <input type="checkbox"/> Educ	
Program budgeting	<input type="checkbox"/> Input <input type="checkbox"/> Control	<input type="checkbox"/>		<input type="checkbox"/> Job <input type="checkbox"/> Educ	
Supervise employees	<input type="checkbox"/> Direct <input type="checkbox"/> Indirect	<input type="checkbox"/>		<input type="checkbox"/> Job	

LABOR RELATIONS	Experience?		Skill Level	Please indicate if experience/knowledge was gained through job or education & specify where	
	YES	NO			
Investigate labor relations problems/issues	<input type="checkbox"/> Assist <input type="checkbox"/> Conduct	<input type="checkbox"/>		<input type="checkbox"/> Job <input type="checkbox"/> Educ	
Grievance hearings	<input type="checkbox"/> Assist <input type="checkbox"/> Spokesperson	<input type="checkbox"/>		<input type="checkbox"/> Job	
Participate in negotiations	<input type="checkbox"/> Assist <input type="checkbox"/> Spokesperson	<input type="checkbox"/>		<input type="checkbox"/> Job	
Research & analyze cost of union proposals	<input type="checkbox"/> Assist <input type="checkbox"/> Conduct	<input type="checkbox"/>		<input type="checkbox"/> Job <input type="checkbox"/> Educ	
Compile data and prepare recommendations for negotiations	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Job <input type="checkbox"/> Educ	
Communicate with business agents and/or bargaining units	<input type="checkbox"/> Occasionally <input type="checkbox"/> Frequently	<input type="checkbox"/>		<input type="checkbox"/> Job	
Interpret labor-management agreements	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Job <input type="checkbox"/> Educ	
Counsel management on rights and responsibilities of managers	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Job	

EMPLOYEE RELATIONS	Experience?		Skill Level	Please indicate if experience/knowledge was gained through job or education & specify where	
	YES	NO			
Recognition programs	<input type="checkbox"/> Design <input type="checkbox"/> Implement	<input type="checkbox"/>		<input type="checkbox"/> Job <input type="checkbox"/> Educ	
Develop tools for measuring employee performance	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Job <input type="checkbox"/> Educ	
Design Performance Improvement Plans	<input type="checkbox"/> Assist <input type="checkbox"/> Develop	<input type="checkbox"/>		<input type="checkbox"/> Job <input type="checkbox"/> Educ	
Mediate employee issues	<input type="checkbox"/> Assist <input type="checkbox"/> Conduct	<input type="checkbox"/>		<input type="checkbox"/> Job	
Counsel and advise supervisors and administrators on performance issues	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Job	
Familiarity with due process and progressive discipline	<input type="checkbox"/>			<input type="checkbox"/> Job <input type="checkbox"/> Educ	
Suspend or otherwise discipline employees on behalf of employer	<input type="checkbox"/> Recommend <input type="checkbox"/> Implement	<input type="checkbox"/>		<input type="checkbox"/> Job	
Discharge/Terminate employees	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Job	

HR INFORMATION SYSTEMS & RECORDS	Experience?		Skill Level	Please indicate if experience/knowledge was gained through job or education & specify where	
	YES	NO			
Enter & maintain data elements in defined HR database	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Job <input type="checkbox"/> Educ	
Design new or revise existing databases	<input type="checkbox"/> Assist <input type="checkbox"/> Develop	<input type="checkbox"/>		<input type="checkbox"/> Job <input type="checkbox"/> Educ	
Create and maintain data tracking system	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Job <input type="checkbox"/> Educ	
Digital imaging of records	<input type="checkbox"/> Prepare <input type="checkbox"/> Scan <input type="checkbox"/> Oversight	<input type="checkbox"/>		<input type="checkbox"/> Job <input type="checkbox"/> Educ	
Familiarity with records retention regulations	<input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Employer	<input type="checkbox"/>		<input type="checkbox"/> Job <input type="checkbox"/> Educ	
Create and maintain confidential filing systems	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Job <input type="checkbox"/> Educ	
Maintain official employee files	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Job <input type="checkbox"/> Educ	
Compile data for internal or external audits	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Job <input type="checkbox"/> Educ	

Use of Computers	Please self rate your proficiency level with each of the following and indicate how you gained the proficiency:			
MS Word:	<input type="checkbox"/> High/Above Average	<input type="checkbox"/> Moderate/Good	<input type="checkbox"/> Limited/None	<input type="checkbox"/> Job <input type="checkbox"/> Training
MS Excel:	<input type="checkbox"/> High/Above Average	<input type="checkbox"/> Moderate/Good	<input type="checkbox"/> Limited/None	<input type="checkbox"/> Job <input type="checkbox"/> Training
MS Access:	<input type="checkbox"/> High/Above Average	<input type="checkbox"/> Moderate/Good	<input type="checkbox"/> Limited/None	<input type="checkbox"/> Job <input type="checkbox"/> Training
MS Publisher:	<input type="checkbox"/> High/Above Average	<input type="checkbox"/> Moderate/Good	<input type="checkbox"/> Limited/None	<input type="checkbox"/> Job <input type="checkbox"/> Training
MS PowerPoint:	<input type="checkbox"/> High/Above Average	<input type="checkbox"/> Moderate/Good	<input type="checkbox"/> Limited/None	<input type="checkbox"/> Job <input type="checkbox"/> Training
MS FrontPage:	<input type="checkbox"/> High/Above Average	<input type="checkbox"/> Moderate/Good	<input type="checkbox"/> Limited/None	<input type="checkbox"/> Job <input type="checkbox"/> Training
MS Visio:	<input type="checkbox"/> High/Above Average	<input type="checkbox"/> Moderate/Good	<input type="checkbox"/> Limited/None	<input type="checkbox"/> Job <input type="checkbox"/> Training
QuarkXpress:	<input type="checkbox"/> High/Above Average	<input type="checkbox"/> Moderate/Good	<input type="checkbox"/> Limited/None	<input type="checkbox"/> Job <input type="checkbox"/> Training
Dreamweaver:	<input type="checkbox"/> High/Above Average	<input type="checkbox"/> Moderate/Good	<input type="checkbox"/> Limited/None	<input type="checkbox"/> Job <input type="checkbox"/> Training
E-Mail:	<input type="checkbox"/> High/Above Average	<input type="checkbox"/> Moderate/Good	<input type="checkbox"/> Limited/None	<input type="checkbox"/> Job <input type="checkbox"/> Training
Electronic calendaring:	<input type="checkbox"/> High/Above Average	<input type="checkbox"/> Moderate/Good	<input type="checkbox"/> Limited/None	<input type="checkbox"/> Job <input type="checkbox"/> Training

For the following skills and abilities, please provide an example that describes the extent of your skill and how you have successfully used it on the job.

1. Analytical skills.

2. Creativity; able to work within established guidelines and identify creative solutions to staffing issues.

3. Flexibility; able to coordinate and successfully complete several projects at once.

4. Decisive; able to quickly and effectively resolve specific problems and cope with deadlines.

5. Excellent interpersonal skills; able to establish and maintain effective and positive working relationships.

6. Persuasive; able to influence others to actions they may not understand or agree with.

Please share any other Human Resources experience you possess that is not reflected on this form:

Has any of your professional HR experience been in any of the following environments?

HEALTHCARE: Yes No (If yes, which job(s): _____)

ACADEMIC: Yes No (If yes, which job(s): _____)

RESEARCH: Yes No (If yes, which job(s): _____)

ADMINISTRATION: Yes No (If yes, which job(s): _____)

OTHER: Yes No (If yes, which job(s): _____)

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.

Signature _____ Date _____

03/2009