

Addendum to Application for Civil Service Employment

Applicant Name: (please print legibly) _____

Recruitment & Retention

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**

Please identify the level of experience in or familiarity with each area listed. Then, identify which job, course or professional activity supports your self-assessment.

Example:

RECRUITMENT	Amount of Experience	Experience or Familiarity Self Rating	Experience or Familiarity Level Demonstrated through Which Job, Course or Professional Activity?
Analyzing workforce needs	__2__ yrs / __4__ mos	2	Recruiting & Employment Specialist for ABC Technology Company. Coursework in statistical analysis.

RECRUITMENT	Amount of Experience	Experience or Familiarity Self Rating	Experience or Familiarity Level Demonstrated through Which Job, Course or Professional Activity?
Analyzing workforce needs	____ yrs / ____ mos		
Working with management and/or focus groups on recruitment objectives	____ yrs / ____ mos		
Developing strategic recruitment program with targeted outcomes	____ yrs / ____ mos		
Implementing strategic recruitment program	____ yrs / ____ mos		
Identifying methods of measuring success of program	____ yrs / ____ mos		
Writing effective employment advertisements for various media	____ yrs / ____ mos		
Determining best return on investment of recruitment budget	____ yrs / ____ mos		
Screening & evaluating applicants	____ yrs / ____ mos		
Career counseling	____ yrs / ____ mos		
Coordinating job fairs	____ yrs / ____ mos		
Recruiting at job fairs	____ yrs / ____ mos		
Functioning as liaison with educational facilities and community agencies	____ yrs / ____ mos		

If additional space is needed, please continue description of experience on back side of page.

RECRUITMENT (continued)	Amount of Experience	Experience or Familiarity Self Rating	Experience or Familiarity Level Demonstrated through Which Job, Course or Professional Activity?
Developing and maintaining resource lists (professional contacts)	____yrs / ____mos		
Networking within community	____yrs / ____mos		
Marketing an employer	____yrs / ____mos		
Developing employment brochures, flyers, etc.	____yrs / ____mos		

Please list any other recruitment-related activities for which you have experience and/or familiarity:

RETENTION	Amount of Experience	Experience or Familiarity Self Rating	Experience or Familiarity Level Demonstrated through Which Job, Course or Professional Activity?
Analyzing turnover patterns	____yrs / ____mos		
Recommending solutions to reduce turnover patterns	____yrs / ____mos		
Working with departments to identify skills needed for success in specific jobs	____yrs / ____mos		
Working with educational institutions and programs to identify skills and knowledge needed for students to be successful on the job	____yrs / ____mos		

Please list any other retention-related activities for which you have experience and/or familiarity:

If additional space is needed, please continue description of experience on back side of page.

OTHER RELATED AREAS	Amount of Experience	Experience or Familiarity Self Rating	Experience or Familiarity Level Demonstrated through Which Job, Course or Professional Activity?
Human Resources	____ yrs / ____ mos		

Please indicate all areas of HR in which you worked.

- Employment
 Employee Relations
 Benefits
 Labor Relations
 Classification & Salary
 Compliance
 HRIS
 Other (indicate): _____

In what way was your role managerial or professional (vs. staff support)?

Marketing	____ yrs / ____ mos		
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Please indicate what type of business, service, person or program you developed and/or marketed.

Public Relations	____ yrs / ____ mos		
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Please describe what your role has been with regards to public relations activities.

If additional space is needed, please continue description of experience on back side of page.

Healthcare administration	____ yrs / ____ mos		
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What kind(s) of role did you perform in a healthcare organization?

Did it require you to have an overall understanding of outpatient clinical operations? Yes No
Why?

Other professional healthcare related field	____ yrs / ____ mos		
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In what professional capacity did you function? _____
Please describe your professional role.

If additional space is needed, please continue description of experience on back side of page.

GENERAL SKILLS AND ABILITIES	Amount of Experience	Skill or Ability Self Rating	Skill or Ability Demonstrated through Which Job, Course or Professional Activity?
Analytical Skills	____yrs / ____mos		
Creativity; Able to Work Within Established Guidelines and Identify Creative Solutions to Staffing Issues	____yrs / ____mos		
Marketing & Customer Service	____yrs / ____mos		
Project Monitoring & Control	____yrs / ____mos		
Flexibility; Able to Coordinate Several Projects at Once	____yrs / ____mos		
Decisiveness; Able to Quickly and Effectively Resolve Specific Problems & Cope with Deadlines	____yrs / ____mos		
Interpersonal Skills; Establishing & Maintaining Effective Working Relationships	____yrs / ____mos		
Persuasion; Ability to Influence Others to Action	____yrs / ____mos		
Procedure Development and Implementation	____yrs / ____mos		
Coordinating Complex Projects or Events	____yrs / ____mos		

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

If additional space is needed, please continue description of experience on back side of page.

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
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

Please describe how you utilized the above programs for recruitment and/or retention activities:

Has any of your professional 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 (SIU-SM).

Signature _____ Date _____

If additional space is needed, please continue description of experience on back side of page.