

## Addendum to Application for Civil Service Employment

### 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?
<b><u>Knowledges:</u></b>		
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?
<b><u>Knowledge:</u></b>		
Office Technology or Management Information Systems		
Accounting		
Economics & Finance		
Human Resources		
Statistics		
Business Law		
Operations Management		
Marketing		
Strategic Planning		
Architecture & Engineering		
<b><u>Skills:</u></b>		
Oral Communication		
Written Communication		
Policy Formulation & Development		
Departmental Program or Project Planning		

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

<b>Overall Management Knowledge, Skills &amp; Abilities</b>	<b>Knowledge, Skill or Ability Self Rating</b>	<b>Knowledge, Skill or Ability Level Demonstrated through which Job or Curriculum?</b>
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)		
<b>Abilities:</b>		
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).**

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

## 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:

<b>Accounting &amp; Purchasing</b>	<b>Amount of Experience</b>	<b>Knowledge/Skill Self Rating</b>	<b>Experience Gained in Which Job?</b>
<b>Accounting &amp; Reporting:</b> Fund Accounting	<u>  2  </u> yrs / <u>  8  </u> mos	<b>2</b>	ABC Insurance Company

<b>Accounting, Purchasing and Payroll</b>	<b>Amount of Experience</b>	<b>Knowledge/Skill Self Rating</b>	<b>Experience Gained in Which Job?</b>
<b>Accounting &amp; Reporting:</b> 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		
<b>Purchasing:</b> Procurement & Contract Management	_____ yrs / _____ mos		
Vendor Selection	_____ yrs / _____ mos		
Cost Analysis	_____ yrs / _____ mos		
Contract Negotiations	_____ yrs / _____ mos		
Contract Preparation & Review	_____ yrs / _____ mos		
<b>Payroll:</b> Legal Requirements	_____ yrs / _____ mos		
Processing/Administration	_____ yrs / _____ mos		

**Description of Accounting, Purchasing and Payroll experience listed above:**

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

<b>Financial Planning and Administration</b>	<b>Amount of Experience</b>	<b>Knowledge/Skill Self Rating</b>	<b>Experience Gained in Which Job?</b>
<b><u>Financial Planning/Budgeting:</u></b>			
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		
<b><u>General Administration:</u></b>			
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:**

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

<b>Insurance/Risk Management</b>	<b>Amount of Experience</b>	<b>Knowledge/Skill Self Rating</b>	<b>Experience Gained in Which Job?</b>
<b><u>Functional Area:</u></b>			
Health Insurance	____yrs / ____mos		
Life Insurance	____yrs / ____mos		
Workers' Compensation	____yrs / ____mos		
Unemployment Insurance	____yrs / ____mos		
<b><u>Risk Assessment &amp; Minimization:</u></b>			
Insurance Claims Analysis	____yrs / ____mos		
Cost Control	____yrs / ____mos		
Records Management	____yrs / ____mos		
Contract Negotiations	____yrs / ____mos		
<b><u>Healthcare Financing:</u></b>			
Insurance Budget Preparation & Control	____yrs / ____mos		

**Description of Insurance/Risk Management experience listed above:**

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

<b>Human Resources Management</b>	<b>Amount of Experience</b>	<b>Knowledge/Skill Self Rating</b>	<b>Experience Gained in Which Job?</b>
<b><u>Personnel Administration:</u></b>			
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		
<b><u>Organizational Change:</u></b>			
Organizational Behavior	____yrs / ____mos		
In-Service Training & Development	____yrs / ____mos		
Performance Excellence	____yrs / ____mos		
Strategic & Workforce Planning	____yrs / ____mos		
Change Management	____yrs / ____mos		
<b><u>Supervision:</u></b>			
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:**

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

<b>Facilities Management</b>	<b>Amount of Experience</b>	<b>Knowledge/Skill Self Rating</b>	<b>Experience Gained in Which Job?</b>
<b><u>Real Estate Management:</u></b>			
Supervision of Construction	____yrs / ____mos		
Maintenance of Buildings & Grounds	____yrs / ____mos		
Operation of Plant – Engineering Services	____yrs / ____mos		
Space and Workplace Planning	____yrs / ____mos		
<b><u>Office Management:</u></b>			
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:**

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

<b>Management Information</b>	<b>Amount of Experience</b>	<b>Knowledge/Skill Self Rating</b>	<b>Experience Gained in Which Job?</b>
<b><u>Management Information Systems:</u></b>			
Mainframe Computing Services	____yrs / ____mos		
Networked Services	____yrs / ____mos		
Design & Development	____yrs / ____mos		
Maintenance	____yrs / ____mos		
Security	____yrs / ____mos		
<b><u>Communications Management:</u></b>			
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 \_\_\_\_\_

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