

City of Eugene Human Resources

Supplemental Questionnaire Tips

Responses to the supplemental questionnaire, if required, may be scored as part of the application screening process. Be specific when responding to questions and do not use "see resume". It is also important to know that each question receives an independent score. Do not combine answers or use "see above".

Here are specific points to consider when responding to the questions on a supplemental questionnaire:

- Make sure you answer each question by describing your experience and/or training. Giving examples is an excellent way to give a clear picture of your experience.
- If the question has multiple parts (A, B, and C), answer **each** part separately and completely. Repeat your answers if necessary. Remember, each question receives a score.
- Make sure the experience you describe is listed in your application. Be sure to list any experience, paid or volunteer, that is relevant. Think carefully about everything you have done in your past and what might apply.
- List your employment dates (month/year) and the hours you worked at each job where requested. Your answer cannot be scored if it is not clear how long you were employed. Partial credit is given for part-time employment. Be specific on hours worked.
- Use "I", not "we", when describing job duties. Do not describe the process or procedure for completing the duty (unless asked to); explain what **you** were responsible for.
- Be sure you answer all of the questions. **If you do not provide information on the questionnaire, you will not be given credit for the experience.** The evaluator cannot assume anything or add information for you.
- If you do not have any experience and/or training related to a question on the supplemental questionnaire, please indicate you have read the question and list "N/A" (not applicable) for your response. Each question is scored but it is possible for an applicant to continue in the selection process without having a detailed answer for each question asked.
- Avoid using jargon, abbreviations, or acronyms. If the evaluator has problems reading your answers, he/she may have difficulty scoring your responses. Don't assume the evaluator knows what a job title or duties may mean—describe your responsibilities clearly.
- Use good writing skills. Written communication skills are important for many positions, especially clerical jobs. Poor grammar, misspelling, or typographic errors can lead to a poor evaluation of your responses.