



Training Coordinator Supplemental Questionnaire

The purpose of this questionnaire is for you to identify your qualifications and experience in job-related areas. A panel will review applications and Supplemental Questionnaire responses of candidates who meet the minimum requirements and select the best qualified candidates who will then continue in the examination process. Although you may possess the minimum requirements for this examination, you are not guaranteed advancement in the process.

PLEASE TYPE OR PRINT YOUR RESPONSES ON 8-1/2" x 11" PAPER. Attach this cover sheet, and put your name at the top of each page. Your answers should be concise, complete and clear. Try to limit your responses to half a page for each question.

Applications and Supplemental Questionnaires must be in the possession of the Human Resources Manager by 4:00 p.m., September 6, 2011.

1. The California JPIA is a customer-service oriented organization. How would you go about making a participant feel welcome at a training workshop?
2. Situation: 40 participants arrive at City Hall for a full-day training program and hosted lunch. The program is scheduled to start at 9:00 a.m. It is now 9:10 a.m. and the speaker has not arrived. What do you do?
3. Referring to the job description for this position, what does "function as the Authority's liaison and ambassador, working with members to ensure that effective training relationships are developed and maintained" mean to you?