



MANAGEMENT SERVICES, INC.

Supplemental Questionnaire

Supplemental Questionnaire Instructions

For your convenience the Supplemental Questionnaire can be completed online but must be **hand signed** and **mailed directly** to RJA Management Services, Inc. to complete your application package.

An application package consists of two (2) copies of your resume with a signed cover letter outlining your qualifications, an RJA supplemental questionnaire, and a list of five (5) professional references.



Management Services, Inc.
Supplemental Questionnaire

ALL MATERIALS MUST BE
RECEIVED NO LATER THAN
May 14, 2004
FOR CONSIDERATION.

TO APPLY: Submit a complete application package consisting of this completed questionnaire, 2 copies of a current resume with cover letter, and a list of 5 professional references. Please notify RJA at (626) 447-3318 if you are unable to meet the deadline.

SEND TO: Dr. Richard Garcia, President, RJA Management Services, Inc., 550 W. Duarte Rd., Ste. 6, Arcadia, CA 91007.

Position Applying For:

San Diego State University – Associate Director Human Resources & Employee Relations

Name		Current Title
Home Address		Home Phone () Business Phone () Email
Degree(s) and Related Certificates	Dates Received	Have you ever been convicted of a felony or misdemeanor? (Convictions are not an automatic disqualification to employment.) If yes, please explain. ___ Yes ___ No
Are you bilingual? ___ Yes ___ No If yes, what language(s)?		Do you have any objections to RJA conducting background checks? If yes, please explain. ___ Yes ___ No

RJA would like for you to honestly evaluate your experience in/with the following job related activities.

Key: E = Extensive Experience L = Limited Experience
C = Considerable Experience N = No Experience

General Management	___	Recruitment/Selection	___	Personnel Policies & Procedures	___
Higher Education H. R. Mgmt.	___	Position Classification	___	EEO Laws & Regulations	___
Budgeting	___	Salary Administration	___	Workforce Diversity	___
Information Technology	___	Employee Relations	___	Community Relations	___
Goal Setting	___	Grievance Investigations &	___	Governmental Relations	___
Statistical Analysis	___	Resolutions	___	Media Relations	___
Performance Appraisal	___	Dispute Resolution	___	Other _____	___
Org. Development/Training	___	Labor Contract Administration	___		
Team Building	___	Consensus Building	___		

Please answer the following essay question. Be Concise. Use additional paper, but **no more** than one page.

What can RJA say to the Client about you that would convince them that you should be invited to the University for an interview?

In accordance with State Law, the information requested below shall be used for statistical purposes only. This information will be kept confidential and separate from the application form. Refusing to provide this information will have no impact on the evaluation process. Thank you for your assistance.

How did you hear about this position? ___ RJA Letter ___ CUPA-HR ___ RJA Call ___ Chronicles for Higher Education ___ Jobs Available ___ Internet _____ ___ IPMA ___ Other _____	Race/Ethnic Group ___ African American ___ Hispanic ___ Asian ___ Filipino ___ American Indian ___ Pacific Islander ___ Caucasian ___ Other	Sex ___ Male ___ Female Can you perform this function with reasonable accommodations? ___ Yes ___ No
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EMPLOYMENT HISTORY:*Please note that your resume should reflect entire employment history.*

Dates of Employment to	Job Title	Largest annual budget administered
Annual Salary \$	Organization and Location	
Reason for Leaving	Supervisor's Job Title	Total population served by organization
	Total number of your staff: Direct Supv. _____ Indirect Supv. _____	Total number of employees in: Organization _____ Department _____
Dates of Employment to	Job Title	Largest annual budget administered
Annual Salary \$	Organization and Location	
Reason for Leaving	Supervisor's Job Title	Total population served by organization
	Total number of your staff: Direct Supv. _____ Indirect Supv. _____	Total number of employees in: Organization _____ Department _____
Dates of Employment to	Job Title	Largest annual budget administered
Annual Salary \$	Organization and Location	
Reason for Leaving	Supervisor's Job Title	Total population served by organization
	Total number of your staff: Direct Supv. _____ Indirect Supv. _____	Total number of employees in: Organization _____ Department _____
Dates of Employment to	Job Title	Largest annual budget administered
Annual Salary \$	Organization and Location	
Reason for Leaving	Supervisor's Job Title	Total population served by organization
	Total number of your staff: Direct Supv. _____ Indirect Supv. _____	Total number of employees in: Organization _____ Department _____

I certify that the information on this supplemental questionnaire is true to the best of my knowledge and belief.

DATE _____ APPLICANT'S SIGNATURE _____