

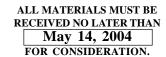
MANAGEMENT SERVICES, INC.

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.



Yes

_ No

Management Services, Inc.

Supplemental Questionnaire

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 – Assoc	ciate Director Human Resources & Employee Relations		
Name		Current Title		
Home		Home Phone ()		
Address		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.		
		YesNo		
Are you bilingual? Yes No If yes, what language(s)?		Do you have any objections to RJA conducting background checks? If yes, please explain. YesNo		
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 Investigation	ons & Governmental Relations		
Statistical Analysis	Resolutions	Media Relations		
Performance Appraisal	Dispute Resolution	Other		
Org. Development/Training	Labor Contract Admin	nistration		
Team Building	Consensus Building	_		
Please answer the follow	ing essay question. Be Con	cise. Use additional paper, but no more than one page.		
		at you should be invited to the University for an interview?		
	- — — — — — —			
		d for statistical purposes only. This information will be kept confidential and will have no impact on the evaluation process. Thank you for your assistance.		
How did you hear about this position?	Race/E	thnic Group Sex		
RJA Letter CUPA-HRRJA Call Chronicles for HigJobs Available InternetIPMA Other	gher EducationAsia Ame	ican American — Hispanic Male Female		

EMPLOYMENT HIS Please note that your re	TORY: esume should reflect entire emp	ployment 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:		Total number of employees in:		
	Direct Supv	Indirect Supv	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:		Total number of employees in:		
	Direct Supv	Indirect Supv	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:		Total number of employees in:		
	Direct Supv	Indirect Supv	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:		Total number of employees in:		
	Direct Supv	Indirect Supv	Organization Department		

1 certify that the information of	н низ зирргетенци чистопи	une is true to the best of my known	age and belief.
DATE	_APPLICANT'S SIGNATURE	,	