

Board of State and Community Corrections  
Corrections Planning and Programs Division  
Supplemental Questionnaire


NAME:
POSITION APPLYING FOR: Associate Governmental Program Analyst
POSITION NUMBER: 917-193-5393-XXX

### Supplemental Questionnaire Instructions

To be considered for the position listed above, you must complete and submit this Supplemental Questionnaire in addition to your Examination/Employment Application Std. 678. Cover letters and resumes do not take the place of the Supplemental Questionnaire.

Each question on the succeeding pages must be addressed one at a time in a narrative manner. The Supplemental Questionnaire must be typed. Use only the space provided on this form to answer each question. Do not add additional pages. Type your name in the space provided at the top of this page.

This Supplemental Questionnaire serves as documentation of your ability to present information clearly and concisely in writing. Type your answers carefully. The Supplemental Questionnaire will be evaluated based on the content and written communications skills demonstrated in each of your answers.

**Download the Supplemental Questionnaire form before completing** it by clicking the download image  and then saving the file to your computer.

Close your internet browser and reopen the form from your computer. Complete the form and then click save. Make sure your typed information saves correctly.

If applying for the position through your CalCareer account, upload the completed Supplemental Questionnaire along with your Standard State Application (STD 678) and other required documents on or before the final filing date.

If submitting a hardcopy application by mail or drop off, print this form and submit it with your other required documents. Hardcopy application packages submitted through mail must be postmarked on or before the final filing date.

This position requires the successful applicant to be self-starting, able to prioritize tasks, to communicate effectively, and able to show initiative. Please provide some examples where you have worked within a team environment and demonstrated these abilities.

Describe your experience working on a project or assignment involving gathering information, and/or reporting data/statistics including the final outcome to management.

Describe a recent work problem you encountered. How did you analyze the situation and come to a decision?