

F) Independent Work:

G) Meeting facilitation and/or coordinating groups of people:

5. The Hiring Commission Chair is required to set a schedule for each hiring, and then be coordinating the applicants, HiCom members, and supervisors to perform the interview and hiring process. The hours of this job will fluctuate – generally you will be busier at the beginning and ending of each semester, and not so busy during the middle of the semester. In addition, you will be expected to come into the office to review applications and make phone calls, etc. How will you be able to juggle your schedule to accommodate these demands?

6. This job requires a one-year commitment. If hired, will you be able to fulfill a one-year term?

7. Describe your word-processing experience (including the programs you are familiar with):

8. Anything else you'd like to add?