# Office of the State Actuary

*"Securing tomorrow's pensions today."*

***Administrative Assistant - Supplemental Questionnaire***

***Name:*** _____

1. What is your expectation for your starting monthly salary? $_____
2. What level of experience do you have with Microsoft Office (Word, Excel, PPT, Outlook, etc.)?

3. Describe your level of experience with meeting and process facilitation.

***<u>Please provide short written answers to the following questions:</u>***

4. What interests you about working at the Office of the State Actuary?

5. What strengths do you feel you would bring to this position?

6. Describe your work style.

7. Describe your preferred method of communication.

8. What aspects of your past employment did you enjoy the most and which parts did you enjoy the least and why?

9. Describe your ideal office environment?

10. What is your ideal balance between working in teams and working independently and why?

11. Please provide an example of excellent customer service you provided in the past.

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