

To be considered, your responses to this questionnaire and your current application form must be on file, received, or postmarked by **June 11, 2010**.

Agriculture Program Specialist
#18-06214R
Training and Experience Supplemental Questionnaire
Evaluation Criteria

You will be evaluated for this position on the basis of your experience and training. The evaluation is based on your response to the items below. Your responses will be scored on the information you include, so please make them as complete and accurate as possible.

PROVIDE YOUR RESPONSES AS FOLLOWS: On a separate sheet of paper, answer each of the following items individually and completely. Number your responses to correspond with the questions. Explain or describe any experience (paid or unpaid) and/or training related to each item. Describe each job, occurrence, or course and the amount of time or credit it involved. Submit these responses to be placed with your application. Keep a copy of your responses for possible use in an interview. Be sure to put your name and social security number on the responses you submit. Your application for this position will not be complete until your responses to these items are received at:

Nebraska State Personnel
state.jobs@nebraska.gov
301 Centennial Mall South
PO Box 94905
Lincoln, NE 68509-4905

(402) 471-2075

Items

1. List all work experiences and/or coursework related to animal nutrition and feed nutrition.
2. List any experiences you have in conducting bovine spongiform encephalopathy inspections and medicated feed inspections on feed manufacturers and protein blenders.
3. The person in this position must be able to share information and instruct or persuade others to adopt or apply acceptable practices and regulatory requirements. Besides working one-on-one with individuals, the person in this position may be required to do presentations at various meetings. Describe the experience or training you have had in interacting or meeting with others. Include any experience in public speaking, providing instruction, or making presentations to groups. Be sure to emphasize any experience working with the public or addressing business people or community leaders.
4. This position requires extensive use of a personal computer to enter or access data. Describe the experience or training you have had in using computers. Be sure to list the software programs you have used.
5. The person in this position must be able to compose and prepare written communications. This may include completing detailed reports, compliance documentation, preparing annual reports, conducting audits, initiating correspondence, recording detailed data, and so on. Describe the experience or training you have had in business English or technical writing, preparing and drafting reports, or composing materials for distribution or publication. Include any experience or training in formatting reports or preparing correspondence. Be sure to emphasize any experience completing investigative reports or evaluations or any training or coursework in how to prepare them.
6. This position will require overnight travel both in-state as well as out-of-state. The travel will include working with Inspection Staff members throughout the state as well as attending training sessions sponsored by the Food and Drug Administration. Would you be willing to travel, including making overnight stays? If not, how do you propose to meet this requirement of the job?