December 11, 2015

Dear Dementia Caregiver Support Specialist Applicant:

Thank you for your interest in the Dementia Caregiver Support Specialist recruitment with Dane County.

The enclosed achievement history questionnaire is intended to give you the opportunity to describe your specific education, training and experience that would be relevant to this position.

The examination procedures will be as follows:

1) All competitors will be required to respond to the questions and upload the file to your candidate profile under the additional documents section. Please be specific and factual in the information you provide. Limited to one page per question.

2) An impartial review panel who know the requirements of this position will be convened to evaluate and grade all responses to the questions. The panel will not have access to your application, resume, or any other materials you provide. Be sure to include all relevant information (education, training, experience, etc.) in each response as graders will grade each response question individually and will not refer to information which may have been provided in a different response. If you do not provide this necessary information, it may impact your final score.

3) Those applicants receiving the highest exam scores will be invited to participate further in the process.

It is our belief that by providing competitors with written guidelines for describing their training and experience related to the demands of this position, we can obtain a better assessment of each applicant's relevant qualifications.

If you wish us to consider your application further, your answers to this document must be uploaded no later than the closing date of the posting. Sorry, late application materials will not be accepted.

JEAN FILLNER – HUMAN RESOURCES ANALYST
Print or Type Your Name: ________________________________

Candidate Profile Number: ________________________________
(found in your Candidate Profile on the Personal Information page under candidate details)

Instructions: Please insert your name above and sign the certificate provided below for your answers to be considered. Answer the following questions in a concise and well organized manner, attaching your responses to these pages. **Limit your responses to one page per question.** Please provide your candidate profile number in the upper-right-hand corner of each page of your responses to the questions. Do NOT include your name anywhere on the sheets containing your responses. In your answers, provide only specific relevant responses, including any information that may duplicate what you provided with your application for this position. It is important that each of your responses provides applicable or pertinent identifying information, such as job titles, employer names, time periods, etc. Since being able to communicate effectively in writing is an important element of this position, your writing ability will also be evaluated. **PLEASE NOTE:** Graders will not have access to your resume or any other application materials.

CERTIFICATE

_____ By checking here, I certify that I prepared my responses without assistance. (If you are successful in reaching the employment selection interview stage, you will be asked background questions regarding one or more of your responses to this examination.) I further certify that to the best of my knowledge, the experience and/or training I specified in my attached responses are true and correct, and can be independently verified. I understand that any falsification of this certificate can be grounds for removal from the eligibles list or discharge from County Service.
1. Describe your experience working with the African American population who have dementia, their families and caregivers.

2. Describe your experience developing collaborative relationships with community organizations.

3. Describe your experience with program development and implementation, and monitoring program progress.

4. Describe your experience doing outreach? Include experience in public speaking, developing presentations, and working with outside organizations to present information to a variety of audiences (professional groups, church groups, civic organizations, etc.).