

## TEST PLAN

### SUPPORT SERVICES SUPERVISOR 3 - #0114

1. Minimum Qualifications Screening
2. Test questions and criteria will be decided at time of recruitment by the hiring agency.
3. Those ranking highest on the test will be invited to participate in the next phase of the selection process.
4. If you are hired, certain knowledge and skills will be assessed during your trial service period

#### MINIMUM QUALIFICATIONS

- three years of office management experience; or three years of supervisory experience over office, technical, or support staff, including responsibility for a) hiring; b) training; c) assigning and reviewing work; d) doing performance appraisals; and e) handling disciplinary action.

One year of the experience must have included supervision over multiple support functions.

Agencies can modify minimum qualifications to indicate type of staff supervised.