

Name:

**Tech Services Application Analyst:**

**Pre-interview Questionnaire**

1. Describe different applications you have experience supporting within the previous 12 months. Where did you performed these duties. What was your specific responsibility for each application? Provide the name and number of the person who oversaw you work.
2. Outline your years of successful experience in developing, managing and/or maintaining business computerized application systems within the previous 12 months?
3. What specific skills would you bring to the team if you were offered the Tech Services Application Analyst position?
4. Do you hold any current certifications regarding tech security, applications, or other?
5. When you would go to your supervisor for a decision and when you would make the decision?

6. Tell us about your experience problem solving and explaining technical information to users regarding software applications.
  
7. Have you developed innovative approaches to improve work performance or efficiency, and if yes, what steps did you go through to get buy-in from management and staff to implement?
  
8. This position has the potential to be hybrid after successfully completing a six-month probationary period. When is it most beneficial to work in an office and when is it most beneficial to work remotely in your opinion?

9.

	YES	NO
Do you, at a minimum, have a high school diploma or GED + five (5) years progressively responsible experience in developing, managing and/or maintaining business computerized application systems <b><u>within the previous 12 months</u></b>		
Do you have an associate degree or vocational certificate + three (3) years progressively responsible experience in developing, managing and/or maintaining business computerized application systems <b><u>within the previous 12 months</u></b>		
Do you have a bachelor's degree + two (2) years progressively responsible experience in developing, managing and/or maintaining business computerized application systems <b><u>within the previous 12 months</u></b>		
Are you able to travel throughout the Yakima Valley regularly by your own means		
Are you able to sit, stand, walk, crawl, climb, finger, see, and hear to perform the essential duties of this position		
In your opinion, would you be able to pass a background investigation regarding your aptitude, character, judgment, credit, driving record and criminal history		
Do you have a valid Washington State driver's license or have the ability to obtain one within 60 days of employment.		
Do you have auto insurance		

10. You may be required to attend several night meetings each month, travel to/from communities around the region and attend meetings or conferences out of the area that require overnight stays. Do any of these conditions present any problems for you?

11. Do you have any concerns, if you are offered potential employment, that you are required to submit personal information for a background investigation?

12. If offered this position, when could you start?

13. If you are not selected for this position, would you be willing to accept another position available?