

Business Waste Reduction Planner

Recruitment number: SC-0344-July09LD

Required supplemental questions

- All applicants must submit a written or typed response to each of the following.
 - The responses must be addressed individually and included with the application on a separate sheet(s).
 - Write your telephone number, including the area code, in the upper right corner of each page, but not your name.
 - Your responses will be used as part of your application evaluation.
- 1. Describe your experience managing projects or programs, with particular attention to those with multiple stakeholders. What tools and techniques do you use to plan, organize, administer and complete projects? Using the example of one project, discuss impediments that you faced and how you surmounted them.**
 - 2. The duties of coordinating Metro's business waste prevention and recycling efforts will be shared by a full-time and a half-time employee. This joint responsibility will require a high degree of cooperation and coordination both between the two individuals and with the larger Business Recovery Work Group. Please describe your experience working in a team environment. Discuss any challenges you experienced and how you overcame them.**
 - 3. Describe your experience in (a) researching and analyzing issues; (b) collecting, organizing and analyzing data and technical information and generating reports; (c) evaluating programs, either in whole or in part; (d) developing recommendations, and writing and preparing reports; and (e) preparing and delivering presentations.**