**ADMINISTRATIVE QUESTIONS**

1. Do you have supervisory/oversight experience of hourly employees/student workers?
2. Do you have experience onboarding new hires using an employment eligibility verification system?
3. Do you have experience using an electronic I-9 employment eligibility verification system?
4. Do you have experience charging instructions?
5. Do you have experience preparing sabbatical and fellowship leave applications?
6. Do you have experience preparing short forms for NTT faculty?
7. Do you have experience coordinating reappointment and promotion material for tenure-track and tenured faculty?
8. In your current role, do you have process absence reporting for department/unit staff?