**SKILL-BASED QUESTIONS**

1. Do you have the required educational requirements for this position?
2. Do you have a minimum of 3 years’ experience performing the duties of this job?
3. Do you possess working knowledge of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)?
4. Do you have experience working with Applicant Tracking Systems?
5. Do you have experience working with Human Resource Information Systems?
6. Do you have experience working with Visa application systems?