



CITY OF LOS ALTOS

Supplemental Questionnaire Required for All Applications for **Human Resources Manager**

Please complete all questions and submit with your application no later than June 10, 2014 at 5:00 pm. Responses shall not exceed 2 pages.

- 1. Describe what strategies you would use to attract and retain talented workers in Los Altos City government.**
- 2. Explain your approach to building and maintaining good relationships at work. Provide one example from your work experience of a challenge you faced in this area and how you overcame it.**
- 3. Define what you consider to be the strategic role of Human Resources and provide one example from your work experience of successfully performing this role.**