

**1. ANALYTICAL SKILLS: (To be completed by the competitor)**

A DEA III must be able to independently identify and analyze situations and data; determine what information is needed; gather the information from a variety of sources; identify inconsistencies; distinguish between relevant/irrelevant information and evaluate it to arrive at logical, objective conclusions.

**Describe specific examples of your work achievements and/or experiences which you believe BEST demonstrate your analytical skills.**

If the above example(s) addresses experience and/or achievements which were performed under a prior supervisor(s), indicate the name, current department/division, and phone number of the former supervisor(s) to be contacted.

\_\_\_\_\_  
Supervisor's Name

\_\_\_\_\_  
Department/Division

\_\_\_\_\_  
Phone Number

**2. TECHNICAL SKILLS: (To be completed by the competitor)**

A DEA III must have an aptitude for learning/understanding a broad range of technical and medical information; a working knowledge of disability evaluation, and ability to apply it to individual cases as well as to ongoing quality review, hearings, vocational assessments and Residual Functional Capacities; ability to adapt to new policies and procedures; and function as a resource.

**Describe specific examples of your work achievements and/or experiences which you believe BEST demonstrate your technical skills.**

If the above example(s) addresses experience and/or achievements which were performed under a prior supervisor(s), indicate the name, current department/division, and phone number of the former supervisor(s) to be contacted.

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Supervisor's Name

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Department/Division

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Phone Number

**3. TIME/WORKLOAD MANAGEMENT SKILLS: (To be completed by the competitor)**

A DEA III must be able to establish and maintain priorities; effectively manage a workload within expected timeframes; complete assignments accurately; and meet program expectations of quality and production.

**Describe specific examples of your work achievements and/or experiences which you believe BEST demonstrate your time/workload management skills.**

If the above example(s) addresses experience and/or achievements which were performed under a prior supervisor(s), indicate the name, current department/division, and phone number of the former supervisor(s) to be contacted.

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**4. INTERPERSONAL/COMMUNICATION SKILLS: (To be completed by the competitor)**

A DEA III must have the ability to make suggestions in a tactful and sensitive manner; work effectively with co-workers and others; communicate ideas and information with all levels of staff, as well as the public; and recognize the importance of both internal and external customer service.

**Describe specific examples of your work achievements and/or experiences which you believe BEST demonstrate your interpersonal/communication skills.**

If the above example(s) addresses experience and/or achievements which were performed under a prior supervisor(s), indicate the name, current department/division, and phone number of the former supervisor(s) to be contacted.

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**5. INITIATIVE/LEADERSHIP SKILLS: (To be completed by the competitor)**

A DEA III must demonstrate initiative/leadership by accepting additional assignments and responsibilities with minimal direction.

**Describe specific examples of your work achievements and/or experiences which you believe BEST demonstrate your initiative/leadership skills.**

If the above example(s) addresses experience and/or achievements which were performed under a prior supervisor(s), indicate the name, current department/division, and phone number of the former supervisor(s) to be contacted.

\_\_\_\_\_  
Supervisor's Name

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