



EARLY LEARNING

COALITION OF HILLSBOROUGH COUNTY

Human Resources Manager Supplemental Questionnaire

Full Name: _____ Date: _____

1. The Human Resources Manager will be the Early Learning Coalition's primary HR/Benefits Administrator, please describe your experience with benefits administration in the following areas: Open enrollment, group health, retirement, and wellness.
2. Describe your experience with the administration of Family Medical Leave, Worker's Compensation, and other employer obligations such as FLSA and ADA.
3. Provide at least one example of how you have provided assistance to an employee regarding an employee relations matter.

4. The Human Resources Manager will assist in development and implementation of personnel policies and procedures. Please describe your experience with drafting policies and procedures as well as ensuring employee compliance.

5. The Human Resources Manager will establish and maintain accurate personnel records for past and present employees. Please describe the top three to five items that you would recommend as a priority for the Human Resources Manager to review?

6. What is your minimum salary requirement?