

Statement of Qualifications

Statement of qualifications (SOQ) must be typed in 12-point Arial font, double-spaced, and no more than four pages in length. Responses must be numbered, listed in numerical order, and address the following:

1. Describe your experience conducting workplace investigations.
2. Based on your professional experience, and giving specific examples where appropriate, list three important principles you believe are furthered by a professional and timely workplace investigation.
3. Identify a specific incident in your professional career where you disagreed with a client's requested course of action and describe how you resolved the disagreement.
4. Describe your personal management style and how you believe it furthers a respectful, productive, and responsive workplace.

Applicants that do not submit an SOQ or fail to answer the questions will not be considered.