



**ASSISTANT PROCUREMENT ENGINEER
Training and Experience Evaluation**

GENERAL INFORMATION

This Training and Experience (T&E) Evaluation will be used to measure your experience, training, and/or education relevant to this classification. It will ask you to rate yourself on the experience, training, and/or education that you will bring to the job with Department of General Services (DGS).

This T&E Evaluation is a scored component accounting for 100% of your score in this examination. To obtain a position on the eligible list, a minimum rating of 70% must be attained. It is important to complete the T&E Evaluation carefully and accurately. Your responses are subject to verification before appointment to a position. It is essential to **take your time and read all questions and responses carefully** before selecting your response.

The eligible list resulting from this examination will be used by DGS to fill our existing and/or future vacancies. A "Conditions of Employment" form is included in this T&E Evaluation that will allow you to select the location(s), tenure(s), and time base(s) that you are interested in working.

AFFIRMATION STATEMENT

I hereby certify and understand that the information provided by me on this examination is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I understand that if it is later determined that I have made any false or inaccurate representations in any of the information I have provided, I will be removed from the eligible list resulting from this examination and may not be allowed to compete in future examinations for State employment. If already hired from the result of this examination, I may have adverse action taken against me, which could result in dismissal. I also understand that I am solely responsible for the accuracy of the responses I provide.

Print Name _____

CalCareer ID #: _____ Email: _____

Cell Phone #: _____ Work Phone # _____

Signature _____ Date: _____

FILING INSTRUCTIONS

You are required to submit **this completed T&E Evaluation** as follows:

Via Email

DGSExams@dgs.ca.gov

*The preferred method of T&E submittal is via email as it is the most **expeditious** method of communication.*

By Mail

Department of General Services
Office of Human Resources
Attn: Recruitment and Examination Services Unit
P.O. Box 989052
West Sacramento, CA 95798-9052

In Person

Department of General Services
707 3rd Street, Lobby*
West Sacramento, CA 95605

**Visitors to the Department of General Services must be escorted at all times. Applicants must use the telephone provided in the Lobby to contact the Office of Human Resources at (916) 376-5400 OR email DGSExams@dgs.ca.gov to set up an appointment to drop off their application.*

TRAINING AND EXPERIENCE EVALUATION

INSTRUCTIONS: Read each statement carefully and select one option for the scale provided that best relates to your experience with the task. In responding to each statement, you may refer to your FORMAL EDUCATION, FORMAL TRAINING COURSES, and/or WORK EXPERIENCE whether paid or unpaid.

1. Develop and/or assist in the development of technical standards and specifications.
 - A. Select one that best relates to the **length** of your experience performing this task.
 - 48 or more months
 - 36 to 47 months
 - 24 to 35 months
 - 12 to 23 months
 - 0 to 11 months

2. Identify performance criteria of products and services by using technical expertise.
 - A. Select one that best relates to the **length** of your experience performing this task.
 - 48 or more months
 - 36 to 47 months
 - 24 to 35 months
 - 12 to 23 months
 - 0 to 11 months

3. Collect, analyze, and interpret engineering information using technical expertise and resources (e.g., technical specification, manuals.)
 - A. Select one that best relates to the **length** of your experience performing this task.
 - 48 or more months
 - 36 to 47 months
 - 24 to 35 months
 - 12 to 23 months
 - 0 to 11 months

4. Identify the product end use to ensure applicability and compatibility (equipment fits and functions with existing equipment.)
 - A. Select one that best relates to the **length** of your experience performing this task.
 - 48 or more months
 - 36 to 47 months
 - 24 to 35 months
 - 12 to 23 months
 - 0 to 11 months

5. Participate on project teams to accomplish team goals and objectives.
 - A. Select one that best relates to the **length** of your experience performing this task.
 - 48 or more months
 - 36 to 47 months
 - 24 to 35 months
 - 12 to 23 months
 - 0 to 11 months

6. Recommend solutions using technical expertise and research.
 - A. Select one that best relates to the **length** of your experience performing this task.
 - 48 or more months
 - 36 to 47 months
 - 24 to 35 months
 - 12 to 23 months
 - 0 to 11 months

7. Analyze technical documents to develop specifications to ensure competitive bidding.
- A. Select one that best relates to the **length** of your experience performing this task.
- 48 or more months
 - 36 to 47 months
 - 24 to 35 months
 - 12 to 23 months
 - 0 to 11 months
8. Evaluate product specifications and contract bids to determine technical compliance to specifications.
- A. Select one that best relates to the **length** of your experience performing this task.
- 48 or more months
 - 36 to 47 months
 - 24 to 35 months
 - 12 to 23 months
 - 0 to 11 months
9. Perform and/or participate in product inspections for quality and performance.
- A. Select one that best relates to the **length** of your experience performing this task.
- 48 or more months
 - 36 to 47 months
 - 24 to 35 months
 - 12 to 23 months
 - 0 to 11 months
10. Lead and/or participate in audit operations for quality control and assurance.
- A. Select one that best relates to the **length** of your experience performing this task.
- 48 or more months
 - 36 to 47 months
 - 24 to 35 months
 - 12 to 23 months
 - 0 to 11 months

11. Lead and/or assist in the assessment of supplier's sustainability programs.

A. Select one that best relates to the **length** of your experience performing this task.

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

12. Manage and/or develop acceptance criteria, sampling methodologies, and testing or evaluation procedures.

A. Select one that best relates to the **length** of your experience performing this task.

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

13. Assess supplier's new products for applicability in business operations.

A. Select one that best relates to the **length** of your experience performing this task.

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

14. Validate and/or assist in validating products' quality performance and environmental attributes for specification compliance.

A. Select one that best relates to the **length** of your experience performing this task.

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

15. Prepare and present clear, concise, and accurate technical reports, charts, and recommendations using effective communication, interpersonal skills, and various office software (such as Microsoft Word, Excel, Access, SharePoint.)

A. Select one that best relates to the **length** of your experience performing this task.

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

16. Provide engineering support to customers.

A. Select one that best relates to the **length** of your experience performing this task.

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

17. Communicate verbally and/or in writing in a professional and effective manner.

A. Select one that best relates to the **length** of your experience performing this task.

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

18. Facilitate and/or participate in outreach events such as meetings, workshops and /or conferences with customers, suppliers, and colleagues to facilitate successful procurement of goods and services.

A. Select one that best relates to the **length** of your experience performing this task.

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

19. Collaborate with internal/external stakeholders and present purchasing information using oral and written communication skills.

A. Select one that best relates to the **length** of your experience performing this task.

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

20. Research new developments in the industry and emerging technologies.

A. Select one that best relates to the **length** of your experience performing this task.

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

21. Track performance using various software tools (e.g., Microsoft Project).

A. Select one that best relates to the **length** of your experience performing this task.

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

22. Assist in resolving disputes using interpersonal, communication and negotiation skills.

A. Select one that best relates to the **length** of your experience performing this task.

- 48 or more months
- 36 to 47 months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

CONDITIONS OF EMPLOYMENT

Please mark the appropriate box(es) of your choice – you will not be offered a job in locations not marked.

If you are successful in this examination, your name will be placed on an active employment list and referred to fill vacancies according to the conditions you specify on this form. If you are not planning to relocate or are not willing to travel to a distant job location, do not select locations that are a long way from your residence.

TYPE OF EMPLOYMENT YOU WILL ACCEPT

Please mark the appropriate box(es) - you may check "Any" if you are willing to accept any type of employment. If all are marked and you receive an appointment other than Permanent Full-Time, your name will continue to be considered for Permanent, Full-Time positions.

- | | |
|--|---|
| <input type="checkbox"/> Any | <input type="checkbox"/> Limited Term, Full Time |
| <input type="checkbox"/> Permanent, Full Time | <input type="checkbox"/> Limited Term, Part Time |
| <input type="checkbox"/> Permanent, Part Time | <input type="checkbox"/> Limited Term, Intermittent |
| <input type="checkbox"/> Permanent, Intermittent | |

LOCATION(S) YOU ARE WILLING TO WORK

NORTHERN CALIFORNIA

- (5700) Yolo

ADDRESS OR AVAILABILITY FOR EMPLOYMENT CHANGES

If you would like to change your address, phone number(s), email address, and/or locations and tenure/time base preferences, please log into your CalCareer Account, and click on the Eligibilities tab.