

LAST NAME: _____

FIRST NAME: _____

CalCareers ID Number: _____



**CALIFORNIA STATE LOTTERY
CAREER EXECUTIVE ASSIGNMENT (CEA)**

Experience Questionnaire

The California civil service selection system is merit-based, and eligibility for appointment is established through a formal examination process.
The California State Lottery, Career Executive Assignment (CEA)

examination consists of an Experience Questionnaire used to evaluate your experience relevant to the requirements of this CEA position.

This Experience Questionnaire is a scored component accounting for 100% of your rating in this examination. It is important to complete this Experience Questionnaire carefully and accurately.

For HR Personnel Use Only

SCORE	
TOTAL	

INSTRUCTIONS

- Read the instructions carefully before responding to this Experience Questionnaire.
- This Experience Questionnaire **must** be completed fully.
- Enter your last name, first name and your CalCareers ID Number, on page 1 of this Experience Questionnaire.
- You **must** complete this Experience Questionnaire independently.
- You **must** read the STATEMENT OF UNDERSTANDING on page 3. By submitting this Experience Questionnaire, you certify to the language of the Statement of Understanding.
- You **must** provide all requested responses for each “Task.” There are a total of ____ “Tasks” in this Experience Questionnaire.
- When responding to each “Task,” you may refer to your WORK EXPERIENCE, whether paid or volunteer.
- **DO NOT** attach any additional pages or materials to this Experience Questionnaire.
- **DO NOT** remove any pages from this Experience Questionnaire.
- Print/save your completed Experience Questionnaire for your records.
- Ensure your completed Experience Questionnaire is submitted with your application package in CalCareers.
- If mailing the application package, you must include all material identified in the Examination Announcement.
- Faxed and/or emailed Experience Questionnaires will **NOT** be accepted under any circumstances.
- **Failure to complete and return the entire application package including the Experience Questionnaire by the final filing date below may result in disqualification from the examination.**

IF MAILING YOUR EXAMINATION APPLICATION PACKAGE, INCLUDING YOUR EXPERIENCE QUESTIONNAIRE, IT MUST BE POSTMARKED ON OR BEFORE THE FINAL FILING DATE INDICATED IN THE EXAMINATION ANNOUNCEMENT.

STATEMENT OF UNDERSTANDING

Government Code Section 19680 through 19682 requires that all State civil service examinations be confidential and impartial. As a participant, I hereby certify that I will maintain the confidentiality of this examination. I understand that my responses are subject to verification at any time during the examination process, hiring process, and after gaining employment. If I misrepresent myself (education, knowledge, skills, abilities, and/or experience), I understand I will be subject to adverse consequences, which could include one or all of the following actions:

- Removal from the examination process.
- Removal from the certification list.
- Loss of State employment.
- Loss of rights to compete in any future State examinations.

I understand I am fully responsible for reading and comprehending all information and instructions provided in this Experience Questionnaire. Further, I understand if this Experience Questionnaire is not completed correctly, it will not be processed and therefore will result in an automatic disqualification from this examination process.

By submitting this Experience Questionnaire, I hereby certify the information provided in this Experience Questionnaire is true and correct to the best of my knowledge and contains no willful misrepresentations or falsifications.

EMPLOYMENT ASSESSMENT

This examination is designed to gain an overall assessment of your experience as it directly relates to the duties and the knowledge, skills, and abilities required for the California State Lottery, CEA,

All components of this examination have been carefully validated by linking them directly to job requirements and documenting their relevance to the California State Lottery, CEA,

TASK-BASED EXPERIENCE QUESTIONNAIRE

Instructions:

To complete the Task-Based Experience Questionnaire, beginning on page 5 and continuing through page _____, describe your experience as it relates to each task. Identify the amount (time) you performed the task and identify your level of responsibility for the task.

Complete the EXPERIENCE SEGMENT for each “Task” by indicating how the “Task” applies to your experience. You are required to respond to all parts of each segment and provide relevant examples.

In responding to each “Task,” refer to your WORK EXPERIENCE, whether paid or volunteer and EDUCATION you have completed.

PLEASE CONTINUE TO PAGE 5 TO BEGIN THE EXPERIENCE QUESTIONNAIRE.

Task #1

EXPERIENCE SEGMENT

Describe your paid and/or volunteer work experience relevant to performing “Task #1.”

Provide relevant examples of your experience, which demonstrate your ability to perform “Task #1.” (If none, enter “NOT APPLICABLE.”)

Select the amount (time) of experience you have performing “Task #1” by marking an “X” in the appropriate box. Select only one (1) box.

- A. More than 4 years
- B. More than 2 years and up to 4 years
- C. More than 1 year and up to 2 years

Select your level of responsibility in performing “Task #1” by marking an “X” in the appropriate box. Select only one (1) box.

- A. I performed this task in the role of executive or senior management.
- B. I performed this task in the role of middle management.
- C. I performed this task in the role of first-level management.
- D. I performed this task in the role of a lead staff.

Task #2

EXPERIENCE SEGMENT

Describe your paid and/or volunteer work experience relevant to performing “Task #2.”

Provide relevant examples of your experience, which demonstrate your ability to perform “Task #2.” (If none, enter “NOT APPLICABLE.”)

Select the amount (time) of experience you have performing “Task #2” by marking an “X” in the appropriate box. Select only one (1) box.

- A. More than 4 years
- B. More than 2 years and up to 4 years
- C. More than 1 year and up to 2 years

Select your level of responsibility in performing “Task #2” by marking an “X” in the appropriate box. Select only one (1) box.

- A. I performed this task in the role of executive or senior management.
- B. I performed this task in the role of middle management.
- C. I performed this task in the role of first-level management.
- D. I performed this task in the role of a lead staff.

Task #3

EXPERIENCE SEGMENT

Describe your paid and/or volunteer work experience relevant to performing “Task #3.”

Provide relevant examples of your experience, which demonstrate your ability to perform “Task #3.” (If none, enter “NOT APPLICABLE.”)

Select the amount (time) of experience you have performing “Task #3” by marking an “X” in the appropriate box. Select only one (1) box.

- A. More than 4 years
- B. More than 2 years and up to 4 years
- C. More than 1 year and up to 2 years

Select your level of responsibility in performing “Task #3” by marking an “X” in the appropriate box. Select only one (1) box.

- A. I performed this task in the role of executive or senior management.
- B. I performed this task in the role of middle management.
- C. I performed this task in the role of first-level management.
- D. I performed this task in the role of a lead staff.

Task #4

EXPERIENCE SEGMENT

Describe your paid and/or volunteer work experience relevant to performing “Task #4.”

Provide relevant examples of your experience, which demonstrate your ability to perform “Task #4.” (If none, enter “NOT APPLICABLE.”)

Select the amount (time) of experience you have performing “Task #4” by marking an “X” in the appropriate box. Select only one (1) box.

- A. More than 4 years
- B. More than 2 years and up to 4 years
- C. More than 1 year and up to 2 years

Select your level of responsibility in performing “Task #4” by marking an “X” in the appropriate box. Select only one (1) box.

- A. I performed this task in the role of executive or senior management.
- B. I performed this task in the role of middle management.
- C. I performed this task in the role of first-level management.
- D. I performed this task in the role of a lead staff.

EXAMINATION RESULTS NOTIFICATION

This completes the CEA Questionnaire.
Refer to page 2, "INSTRUCTIONS," for instructions on submission of this Experience Questionnaire.

Examination results notices will be sent approximately 4 to 6 weeks after the final filing date.

If you are successful in the examination, your name will be placed on the eligibility list for a period of 12 months.

If you have changed your mailing or email address or have questions regarding this examination, please contact the CEA Unit at (916) 206-3465.