



S.R.C. - Pipestone, MN U.S.A.

# Position Interest Form

## EMPLOYEE DATA

Name: Jessie Volden Date: 11-27-07

Current Position Title: Foam Room

Length of Time in Current Position (or hire date): Sept. 07

## POSITION OPENING

Position Applying for: Stores

Why do you wish to be considered for this position?

(Please print your answer or attach additional pages if needed.)

Conflict with Dept. Lead

What education or work experience would qualify you for this position?

(Please print your answer or attach additional pages if needed.)

I have gone to school for 3 years in med Adm Secretary.  
I took classes to deal with inventory.

SRC is an Equal Opportunity Employer. Suzlon management takes affirmative action to develop an environment that promotes nondiscrimination in all areas of employment. All decisions pertaining to employment and other personnel actions are executed without regard to race, religion, sex, age, ethnicity, marital status, sexual orientation, disability, veteran's status or on the basis of any other characteristic which may be prohibited by law.

Jessie Volden  
Employee Signature

Date: 11-27-07

PLEASE COMPLETE THE REVERSE SIDE OF THIS DOCUMENT.

## Employee Education, Experience & Skills Assessment

Employee education, experience and skills available at the time of assuming the job position shall be identified and compared to the current job description duties and placed in the employee's personnel file. Information submitted must be true and accurate

Team Member Name Jessie Volden

Position Applied For: Stores

### Part 1: Education

Level of Education	Details	Duration/Dates	
High School or Equivalent	General Acct. Comp.	2004	Graduated
Post High School Education	College Med. Adm. Sec.	2007	
Other Education			
Other Education			

### Part 2: Part Job-related Training / Course Work attended

Course Attended	Training Source	Duration	Details

### Part 3: Computer Skills

Type	Other Computer Skills	Version	Proficiency			
			Learning	Practicing	Expert	Trainer
Excel		2004			X	
Word		2004			X	
PowerPoint		2004			X	
Data Base						
Other						

### Part 4: Safety Training (Meets all requirements for the position Yes No Initial)

Course Attended	Training Source	Duration	Details

### Part 5: Tools and Equipment

Inspection	Mechanical	Electrical	Proficiency			
			Learning	Practicing	Expert	Trainer

### Part 6: Relative Experience

Type	Experience Source (Work, etc)	Duration	Proficiency			
			Learning	Practicing	Expert	Trainer

I have met and reviewed the above education, experience and skills evaluation and recommend the Team Member for the position applied for. Further training and development is required for full competency in the desired position as listed below.

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Part 7: Areas for further Development / Skills Needed / Source of Training to meet requirement of the job

Further Education or Job Skills Required / Target Completion Date	Source			
	OJT	Internal	External	Other

A copy of the Position Description must be attached to this Skills Assessment and reviewed/approved by HR.



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Department

~~Shift~~ Change Request

Name Jessie Volden

Request Date: 11-23-07

Current Shift (Start Time) \_\_\_\_\_ Desired Shift (Start Time) \_\_\_\_\_

Reason for Request: See Jessica in HR (Dept. Change)

Team Leader's Name: Mike P. (material's/Foam Night)

Employee Signature: [Signature]

Approved Effective: \_\_\_\_\_

Shift Leader's Signature: \_\_\_\_\_

Shift changes are granted in the order of the request date and based upon shift manpower requirements.

Problems/Conflict with Dept. leader

Corrie - she can not give this to mike,  
she having problems with him

Ken



## Interview Questionnaire for Stores Associate Position

1. How comfortable are you with computers?

VERY

2. How much experience do you have with Microsoft Office?

4 YRS.

3. Do you have any experience with inventory management?

A COUPLE CLASSES IN SCHOOL  
DID SOME OF IT AT HANKS

4. Do you have any experience with receiving?

NO

5. Have you or do you know how to operate a forklift?

NO

6. How flexible can you be with your schedule?

DOESN'T MATTER

7. Are you physically able to lift 40-50 pounds?

YES

8. Do you have any experience with SAP?

NO

9. How soon could you start?

IN HOUSE

10. Is this the beginning of a career for you or just a short term job?

LONG TERM

11. Tell me a little bit about yourself.



12. How did you hear about this position?

WITHIN FACILITY / SKALES

13. Have you worked in manufacturing before?

IN HOUSE

14. Tell me about a time you worked together as a team.

AT HANK'S

15. How would you describe your attendance at work?

REALLY GOOD

16. Why are you looking for a new job?

CONFLICT W/ DEPARTMENT LEADER

17. What is the salary range you are looking for?

ALREADY IN HOUSE (CMG)

18. Do you have any questions for me?

