**Business Data Analyst**

**Supplemental Questionnaire**

Please take the time to read the employment announcement that describes the position, the minimum qualifications, and the selection process for this position. The supplemental questions are designed to help us screen the application materials and select the most competitive applicants for continuation in the process. Please answer the following questions.

1. Please describe your experience in extracting data from core business systems and in developing reports using that data. Describe the tools you used and, specifically, your experience in using Crystal Reports or an equivalent reports program.

2. Describe your experience in creating dashboard reports. Please provide samples and describe what they were used for.

3. Describe your experience in forecasting models or trend lines. Please explain how you developed them and for what purpose.

4. Describe your experience completing a comprehensive peer review analysis where a set of standard performance metrics are compared to the performance of other agencies or organizations.

5. Identify the key elements associated with conducting a cost/benefit analysis and describe a situation in which you participated in such an analysis.

6. Describe any experience you have in examining survey data. Provide an explanation of what the data was used for and how you analyzed it.