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Name

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Date

**INFORMATION TECHNOLOGY  
PLANNING SPECIALIST  
QUALIFICATIONS QUESTIONNAIRE**

**INSTRUCTIONS TO APPLICANT:** Please complete this questionnaire by **typing or clearly printing** your answer to ***each*** question. This information will be used as part of the testing process for ***Information Technology Planning Specialist***.

**NOTE:** Please review the vacancy announcement carefully before completing this Qualifications Questionnaire.

- 1) How have you managed workflow planning and scheduling for IT personnel and contractors in varied technology projects? Describe your strategies for task prioritization and assignment coordination to meet deadlines for urgent, regular, and recurring projects.

- 2) What methods do you use for troubleshooting and maintaining network technologies as a network diagramming and configuration specialist? Please detail a particularly challenging network problem you solved and the process you followed.

**3) How have you collaborated with other IT specialists, such as Wide Area Network or Technology Support Specialists, to resolve technology-related issues? Can you share an instance where your coordination with these teams led to a successful outcome?**

**4) In your experience acting as a liaison between an IT department, facilities planning, and construction companies, how do you ensure technology considerations are integrated into project planning? Can you provide an example of a project where your coordination was critical to its success?**