



Chief Examiner Application

Please Print Legibly:

Name: _____
(First) (Middle) (Last)

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Cell Phone: _____ Home Phone: _____

Work Phone: _____ E-Mail: _____

Please list all current licenses: _____

How many years have you been licensed? _____

Please use a separate sheet of paper, if necessary, for the following questions.

1. Have you had previous management/supervisor responsibilities? If so, please describe.
2. Have you had previous administrative responsibilities? If so, please describe.
3. If PCS were to interview your other employer(s), how would they describe your strengths and weaknesses?
4. Describe a moment in your life where you were in a group and a conflict presented itself. How did you handle the conflict?

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5. Give an example, from your past work experiences, of a time when an employee's performance was less than satisfactory. What was the outcome?
6. Give an example of a time when you delegated an important task to someone.
7. How would summarize the responsibilities of a manager/Chief Examiner?
8. In a recent survey at our office, 50% of PCS employees stated they preferred to use the phone as their primary form of communication while the other 50% preferred to use email. What is your preferred form of communication?

For the following situations, please respond as if you were the Chief Examiner. Please use a separate sheet of paper, if necessary, for the following questions.

1. A candidate arrives for her 8:00 a.m. cosmetology examination at 8:03 a.m. The candidate has all of her required admission materials and the Reader has not started the examination. What do you do?
2. An examiner is consistently arriving 15-20 minutes late to the exam site on test day. She is a great evaluator and she always stays late to help pack up after the exam. What do you do?
3. You are standing at the registration table for an 8:30 a.m. esthetician examination. Two candidates remain in line to register when you look at the clock and notice it is 8:36 a.m. As the next candidate begins to register, two additional candidates step in line. What do you do?
4. At this time, please leave any additional comments.

For consideration for Chief Examiner, applications must be received no later than one week prior to Examiner Training. Please mail all Chief Examiner Applications to:

**Professional Credential Services
ATTN: Jamey Russell
PO Box 198768
Nashville, TN 37219**