

West Virginia Department of Transportation

Division of Highways

1900 Kanawha Blvd E Bldg 5

Charleston WV 25305

HETR

HIGHWAY ENGINEER TRAINEE QUESTIONNAIRE

Human Resources Division, Capitol Complex, Building 5, Room A-949, Charleston, WV 25305

NAME _____

PHONE _____

SOCIAL SECURITY NUMBER _____

In order to qualify for a HETR position you must have or be graduating with a Baccalaureate Degree in Civil Engineering from a school whose curricula is accredited by the Accreditation Board for Engineering and Technology (ABET). This accreditation must be in place at the time of the awarding of your degree. **A Baccalaureate Degree in Engineering Technology does not meet the requirements for this position.**

The purpose of this questionnaire is to provide information to determine your qualifications for a HETR position. Both the APPLICATION FOR EXAMINATION (green form or downloaded form) and this Questionnaire must be completed in order for you to qualify for the HETR list of eligibles (register). If you have questions regarding the completion of these forms, contact the West Virginia Department of Transportation’s Human Resources Division in Charleston by calling (304) 558-3111 or writing for more information to the address above.

You must be as accurate and complete as possible in answering the questions. Your register rank will be determined by a professional panel and will be based on the information you provide. Consideration will NOT be given when questions are not answered completely.

NOTE: The information you provide is subject to verification by the Human Resources Division and/or the West Virginia Division of Personnel. Exaggeration or misleading statement of the facts may be cause for disqualification or later removal from employment.

This form and the **Application for Examination** may be downloaded at:
<http://www.state.wv.us/admin/personnel/forms/exam/default.htm>

1	Do you possess a Baccalaureate Degree in Civil Engineering?	_____ YES _____	_____ NO _____
	If NO , proposed graduation date: _____		
	Note: If you are in your last semester, include your most recent transcript and a letter from your registrar stating that you will be graduating “pending satisfactory completion of current course work”.		

2	Have you passed the Engineering Fundamentals (EIT) examination?	_____ YES _____	_____ NO _____
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3 List the names of any clubs or associations of which you are a member that are related to your engineering education.

4 Have you held any office in those clubs or associations listed in #3 ?

YES

NO

Please indicate:

5 Did you participate in an undergraduate engineering project applying engineering principles to solve a problem?

YES

NO

If **YES**, were you the “**Project Leader**”?

YES

NO

Describe the problem, method, what you did and the final product. Give the name of an instructor who can verify your participation.

School:

Instructor:

Phone:

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6 Describe any other special engineering studies or projects in which you have participated as an Engineering student.

School:

Instructor:

Phone:

7 List the two areas of Civil Engineering in which you feel you are the most qualified. Explain your reasoning.

I.

II.

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8 Use this space to describe other information you feel is important in our evaluation of your training and experience.

9 List your extra-curricular activities. (i.e., hobbies, scouts, etc.)

10 List in order of preference (1, 2, 3) your three engineering areas of interest.

Construction

Engineering Computer Services

Maintenance

Materials Evaluation and Soils

Planning

Railroad / Utilities

Roadway Design

Structures

Traffic

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EDUCATION VERIFICATION:

Before you can be considered for permanent employment the Division of Personnel requires “Proof of Graduation”. This can take the form of an official copy of final transcript or a letter from your registrar stating you have attained a Baccalaureate Degree in Civil Engineering. No applicant will be eligible for job certification until satisfactory education verification is received. Only course work obtained at an accredited college or university is acceptable. This proof MUST be submitted to the Division of Personnel before you will become eligible for employment. Foreign college degrees and credits will not be accepted unless recognized by a regionally accredited American school.

BE SURE TO SIGN BELOW

Certification of Applicant:

“My signature below certifies that all information in this questionnaire is complete and correct to the best of my knowledge and belief.”

Signature: _____

Date: _____

RETURN YOUR COMPLETED QUESTIONNAIRE TO:

West Virginia Department of Transportation
Human Resources Division
Building 5 Room A-949
Charleston WV 25305-0430
Attention: HETR

Remember: A completed APPLICATION FOR EXAMINATION form must be submitted with this Questionnaire. Relevant school transcripts and/or proof of degree MUST be received before you will be considered for a HETR position.