

**College of Agriculture
Employee Education and Experience Data Sheet**

The purpose of this form is to gather information regarding education and experience for employees in regular staff positions in the college. This information will be used when comparing a current employee's education and experience with that of a potential new hire or promotion candidate. Therefore, it is important that all information is correct and all data fields are completed.

Only paid positions outside the University, in a field similar to the field in which you are currently working, will be considered related employment. Please include all employment experience you have with the University, including any experience you may have as a temporary employee through the STEPS program. Indicate employment in years and months. For example, if you began a position May 1, 1997 and worked through September 30, 1998, you would have one year and five months of experience in that position.

PLEASE COMPLETE ALL DATA FIELDS

Department #: _____ Department Name: _____

Employee Social Security Number: _____

Employee Name: _____

Education Record

Education Level:

Highest Degree (check one): **GS:** ___ **HS:** ___ **AA:** ___ **BA/BS:** ___ **MA/MS:** ___ **Ph.D.:** ___

Year Awarded: _____ Degree Major: _____

Credit Hours if non-degree: _____

Employment Record

Related Non-U.K. Employment (include only paid work experience in a similar field):

Years: _____ Months: _____

U.K. Employment:

Years: _____ Months: _____

Certification/Accreditation (please list):

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____