

# EXPERIENCE EVALUATION FORM

NAME \_\_\_\_\_ DATE \_\_\_\_\_

JOB TITLE \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

**COMPARABLE EXPERIENCE** (Calculate total full years of comparable experience. Comparable experience is experience at the same level, in the same type of position. One step for each year of full-time comparable experience may be awarded. Do not overlap time or give double credit for the same time period.) Use the space below to document experience.

Total years \_\_\_\_\_

Steps awarded \_\_\_\_\_

**LOWER LEVEL EXPERIENCE** (Calculate total full years experience at a lower level. Lower level experience is experience in the same type of position or career field but at a lower level. One step for every two years of full-time lower level experience may be awarded. Do not overlap time or give double credit for the same time period.) Use the space below to document experience.

Total years \_\_\_\_\_

Steps awarded \_\_\_\_\_

Placement recommended at step \_\_\_\_\_ (**Not to exceed step 10**)

**EVALUATOR** \_\_\_\_\_

**EXECUTIVE OFFICER (If more than 7 steps awarded)** \_\_\_\_\_

**HUMAN RESOURCE MANAGEMENT VERIFICATION** \_\_\_\_\_