

NAME: _____ PRESENT GRADE/STEP: _____

Your Career Service Panel reviews your record regularly. In order for the Panel members to have certain pertinent facts readily available for consideration and comparison on an equal basis with all other ORD personnel, the following summary information is requested:

EDUCATION AND TRAINING: Formal Education

College

Degree Date

Other Formal Training

Place and Title

Classroom
Hours
Per Week Weeks

PROFESSIONAL EXPERIENCE (list most recent experience first)

Job Title

Company

GS
Equiv. No. of
Years

Years in Present Civil Service Grade:

Prepared by _____

Reviewed by _____

Date _____