

SUBJECT MATTER EXPERT BACKGROUND INFORMATION SHEET

Please provide us with some information about you. This information is requested so that we may document the qualifications and demographic details of our subject matter experts. If an item does not apply to you, please indicate that it is not applicable by marking N/A.

Job Analysis Date:

SME Name:

Agency and Geographic Location (City/State):

E-Mail Address: Phone Number:

Present Job Title and Grade/Series:

Years in present job series:

How many years have you worked for your present agency?

What other Federal occupations have you worked in?

If you are or have been a supervisor, manager, or member of the SES, please indicate how many years you served in each capacity:

Years as supervisor: Years as manager: Years as member of the SES:

What occupations do you currently supervise or have you supervised in the past?

Education - What is your highest level of education (please check one):

- ☐ High school graduate or GED
- ☐ Attended college, no degree
- ☐ Associate degree or equivalent (2 years of college)
- ☐ College graduate (bachelor's degree)
- ☐ Some graduate school, no degree
- ☐ Master's degree
- ☐ Doctoral degree (Ph.D., M.D., J.D., Ed.D., etc.)

Demographic Information (Optional – Used to ensure an diverse SME pool)

Race. The categories below are designed to identify your race (check all that apply):

- ☐ American Indian or Alaskan Native
- ☐ Asian
- ☐ Black or African American
- ☐ Native Hawaiian or Other Pacific Islander
- ☐ White
- ☐ Something not listed here
- ☐ Decline to identify

Ethnicity. Which ethnic category do you most closely identify yourself? (check one):

- ☐ Hispanic, Latino, or Spanish origin
- ☐ Not Hispanic, Latino, or Spanish origin
- ☐ Decline to identify

Gender (check one):

- ☐ Man
- ☐ Woman
- ☐ Non-binary
- ☐ Not listed here
- ☐ Decline to identify

PRIVACY ACT INFORMATION GENERAL

This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

AUTHORITY

Section 1302, 3301, 3304, and 7201 of Title 5 of the US Code.

PURPOSE AND ROUTINE USES

The information from this questionnaire will be used for research purposes only to examine crucial issues in the areas of recruitment, training, and selection. Your responses will be used for this research effort only and will not be disclosed for any other purpose.

EFFECTS OF NONDISCLOSURE

Providing this information is voluntary. No individual personnel selections are made based on this information.

