

SE-RES CAREER ADVANCEMENT APPLICATION
PROTECTED – SENSITIVE PERSONAL INFORMATION

BASIC INFORMATION	
Employee Name: John Smith	Academic Background: B.Eng. (Engineering Physics) 1905 Ph.D. (Oceanography) 1910
Group & Level: SE-RES XX	
Position title: Research Scientist XX	Employment History: postdoc 1, X University - Canada (1911-1920) postdoc 2, X University - Canada (1920-1925)
Last: NEVER	
Level sought: SE-RES XX+1	
Period covered: YYYY to YYYY+X	
Last application for advancement: NEVER	

Personal information that you provide is protected under the provisions of the Privacy Act and will be placed on your personal file. Under the Privacy Act, you have the right of access to any information relating to you and the protection of this information.

SECTION ONE - ACCOUNTABLE MANAGER'S RECOMMENDATION

Here there is a needs for a very nice letter from very nice person that you can insert with command

SECTION TWO - REALIZATIONS AND CONTRIBUTIONS

1 Departmental / Sectoral Objectives (13 / 200 words)

Insert relevant text here. It is important to compile with “arara”.

2 Relevant Factors (6 / 400 words)

Insert relevant text here.

3 Achievements in Context of Research, Development and Analysis (47 / 2000 words)

Insert relevant text here.

3.1 Innovation

3.1.a Subsection name if needed

Insert relevant text to this sub-section here. You can refer to a publication like this with an hyperlink [E1a-1].

3.2 Impact

Insert relevant text to this sub-section here.

3.3 Recognition

Do this in case

a list

is preferred

3.4 Productivity

Insert relevant text to this sub-section here.

4 Managing Research (23 / 500 words)

4.1 Impact

Insert relevant text to this sub-section here.

4.2 Recognition

Insert relevant text to this sub-section here.

4.3 Productivity

Insert relevant text to this sub-section here.

5 Representation and Client Services (25 / 500 words)

5.1 Impact

Again, do this in case

a list

is preferred

5.2 Recognition

Insert relevant text to this sub-section here.

5.3 Productivity

Insert relevant text to this sub-section here.

ANNEXES - Complete list of achievements and contributions

A List A - Relevant factors

A1: Here it is a bit more tricky since I define a list with custom numbering. I can refer to each item this way [A-1]

A2: Or this way [A-2]

List B - Innovation

B1: First set of innovation

After using *list* I use a second indentation with *itemize*

Item one

And some text under like this

Item two

B2: Second set of innovation

Insert relevant text to this second item here

List C - Impact

C1. A name for this list sub-item

C1-1: Example of impact item

List D - Recognition

D1. Awards

D1.1: Award 1

D1.2: Award 2

D1.3: Etc. To be referred as this [D1-1]

D2. Research, Development and Analysis

D2.1: Something here

D2.2: Manuscript peer-reviewed since YYYY:

DFO CSAS Science Advisory Report	X
DFO CSAS Science Research Document	X
DFO Technical Report	X
Total reports	X
Journal 1	X
Journal 2	X
Etc.	X
Total of journal articles reviewed	XX
Book Chapter review	X
Proposal Review	X
Grand Total	XX

List E - Productivity

E1. Research, Development and Analysis

Summary Table of Publications:

Publications	Before last promotion	Since last promotion	Carreer total
Citations	62	60	122
Recognized journals	12	1	13
Departmental reports	-	3	3
Special Publications	-	2	2
Book Chapters	-	-	-
Other Publications	3	4	7

E1a Recognized Journals

E1a-1: Smith et al. (1950), *A very important journal*, 4(89).

E1a-2: Smith et al. (1950), *A very important journal*, 4(90).

E1d Special Publications

E1d-1: Smith et al. (1950), *A less important journal*, 4(90).

E1g Other Publications

E1g-1: Smith et al. (submitted), *A less important journal*, 4(90).

E2. Managing of Research

E2.1 National and International Committees

E2.1a-1:

E2.2 Funding

E2.2-1: 1950. “A very cool proposal”. Successful, funding level: **\$1.38M**.

E2.3 Student and Post-doctoral supervision

E2.3-1:

E2.6 Ongoing research projects and collaborations

E2.6-1:

E3. Representation and Client Service

You can follow the same structure as previous section or not.