



JOB EXPERT CERTIFICATE

Name of Job Expert: _____

Title of Job Expert: _____

Department/Agency: _____

Work Location: _____

Title of Vacant Position: _____

How are you qualified to participate in this aspect of the selection process for this position or classification?

Check all that apply:

- Supervisor - I am the immediate supervisor of persons employed in this position or classification.
- Performed Duties of Position or Class - I have performed all or most of the duties of this position or classification.
(List where you performed these duties, your title, and dates.)

- Assisted with Developing PD or Job Analysis - I was directly involved in the development of the position description or the job analysis (e.g., I helped define the duties and responsibilities of this position or classification).
- Currently In or Have Held A Related Position - I currently hold, or have held in the past, a position closely related to this classification that is at the same pay range or higher.
- Other (please explain) _____

Signature

Date

Signature above indicates understanding that all materials and information gained during the staffing process are considered special or confidential within the meaning of s. 230.43, Wis. Stats. and must be kept confidential and may not be copied, discussed, or allowed to be accessed by anyone not specifically authorized by Human Resources.