

**College of Agriculture/AAES**  
**Supplemental Information for Determining Position on Career Ladder:**  
**Research Assistants, Research Associates**

*Attach a current resume for Employee*

Employee \_\_\_\_\_ Date \_\_\_\_\_  
Supervisor \_\_\_\_\_

*Form is to be completed by employee and employee's supervisor. To ensure accurate placement of the employee on the career ladder, the supervisor should give as many specific details as possible on the position, in the following areas:*

**Kind of Research:** (Describe in 2-3 sentences the research and/or extension areas and details about the specific research and/or extension responsibilities that the employee does. If necessary, continue on additional sheets)

**Independence:** (Comment on the level of independence which the employee has in executing experiments, managing field research, summarizing results, and interpreting data, managing personnel and facilities. Explain at what level the employee interacts with the supervisor and at what level he/she is totally independent. Give specific examples, if possible.)

**Responsibility:** (Comment as specifically as possible on the overall responsibility given to the position; i.e., "Is responsible for plans of work for department project leaders"; or "is responsible for coordinating half of the plan of work for three industrial contracts"; or "is responsible for maintenance of a 100 animal beef research herd and research plot areas where....")

**Supervision:** (*If applicable, List names and titles of any persons whom the employee supervises and explain the level of supervision.*)

**Knowledge and skills required:** (Explain the specific knowledge level and/or special skills required for the position; i.e., “Excellent interpersonal communication skills are required to...” OR “Strategic planning skills are required to.....”)

**Presentations, proposals and reports:** (Does the employee participate in preparation of proposals for funding of research or in presentation of results? Explain in detail, e.g., “Employee writes portions of competitive grants.” “Employee makes oral or poster presentations of his/her results at an average of one international meeting every two years.” Or “Presents research results annually at the Forage Field Day held at....”)

**Teaching, research and/or extension activities:** (Explain the number and type of activities where the employee interacts with the general public, students, legislators, etc. Be specific and inclusive, i.e., “An average of 3-5 tours/month are conducted to explain.....” “Two field days per year are conducted to present recent research results on....”)

**Additional Comments:** (Example: “John Smith continues to serve in leadership position having served most recently as.....”)