



## SME Characteristics Form

Company Name: \_\_\_\_\_ Date: \_\_\_\_\_

Job Title: \_\_\_\_\_ Dept: \_\_\_\_\_ Shift: \_\_\_\_\_

SME Name: \_\_\_\_\_

SME Preferred Name: \_\_\_\_\_

Gender: (circle one)    M       F       O       Age: \_\_\_\_\_

Race/Ethnicity: (Check all that apply)

- ☐ African American
- ☐ Native American
- ☐ Asian American
- ☐ Caucasian, Non-Hispanic
- ☐ Puerto Rican
- ☐ Cuban
- ☐ Hispanic / Latino
- ☐ Prefer not to answer
- ☐ Other: \_\_\_\_\_

Length of employment in the company: \_\_\_\_\_ Years \_\_\_\_\_ Months

Length of time performing this job: \_\_\_\_\_ Years \_\_\_\_\_ Months

I have participated in the job analysis session previously: (circle one):    Yes                      No

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_