

List of changes for DS-174:

- Section 4:      Option 1: Insert “Hours per week” next to FT an PT  
                    Option 2: Delete full-time and part-time and insert “Hours per Week.”

Request: We would want to go with the quickest of the options above. For the same see justification below

HR/OE/EFM team is currently assigned to the task of evaluating Superior Qualification Ratings and we noticed the latest DS-174 (expires 5-31-2019) no longer contains “hours worked”. This field is important because sometimes we have to prorate experience for individuals hired on an intermittent work schedule in order to determine if they are qualified for a position. Using the years/month/hours of experience is also needed to calculate whether or not the individual has relevant experience which exceeds the position requirements. Once we calculate how much experience exceeds the requirements we determine what step in the grade to place the Eligible Family Member.

SECTION 4: WORK EXPERIENCE			
Paid and Voluntary - Please begin by listing your most current work experience and go back 10 years (or longer, if relevant for the job.)			
Job Title  <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	From (mm-yyyy)	To (mm-yyyy)	Yearly Salary (Local currency)
Employer Name, Address and Phone Number			
Supervisory Responsibilities? <input type="checkbox"/> Yes <input type="checkbox"/> No	Supervisor Name		
Main Duties and Responsibilities			