**Completing an Employee Biographical Data Sheet**

**Purpose and Scope:**

1.1. This work instruction provides detailed instructions for Recruiting and Hiring Local Independent Consultants.

1.2. The primary purpose of this work instruction is to provide detailed instructions to employees and independent consultants (ICs) on completing the Employee Biographical Data Sheet (EBD) documenting his/her salary history, which is used to determine a proposed salary and/or daily rate(s).

1.3. A completed EBD is required for all candidates proposed for work on U.S. Government-funded contracts, regardless of contract type. The project is required by the U.S. Government to verify the accuracy of the information contained in the form.

1.4. The project shall propose a salary that is justified by the proposed position, the candidate's education and skills, and his/her employment and salary history.

**2. Roles and Responsibilities:**

2.1. The Employee and/or Independent Consultant (IC) shall complete the EBD in its entirety, sign the release form (Attached) allowing the project to verify the information, and submit any other documents as required by DAI or the project.

2.2. The Human Resources (HR) Manager will be a resource for questions or comments individuals may have when completing the EBD, and shall review the EBD for completeness.

**3. Instructions:**

Review all directions below and read the two forms before filling them out. After the initial review of the directions and the form, complete the EBD following the steps below.

4. Fill in box #1: Name (last, first, middle initial). Provide your legal full name beginning with your family name, given name, and then any other identifying names.

5. Skip box #2: Contractor’s Name. The project shall complete this.

6. Fill in box #3: Employee's Address. This is your home address where you live and receive correspondence. It is not place of employment.

7. Skip the following boxes as the project shall complete these:

· #4: Contract Number

· #5: Position under Contract

· #6: Proposed Salary

· #7: Duration of Assignment

8. Fill in box #8: Telephone Number. Use the best number for contact and ensure that the city and/or regional codes are included.

9. Fill in box #9: Place of Birth. Note the city and country of your birth.

10. Fill in box #10: Citizenship.

11 Leave box #11 blank.

12 Fill in the boxes for #12: Education. **List only completed degrees from schools, colleges, and/or universities**. Do not list certificates and/or course work; these may be included on your resume or CV.

· Name and Location of Institution: Insert the school’s name, city, and country.

· Major: Insert the course of study (such as Chemistry, Agriculture, or General Studies).

· Degree: Insert the type of degree received (such as Diploma, Bachelor’s, Master’s).

· Date: Provide the month and year the degree was received.

13. Fill in the boxes for #13: Language Proficiency. Write the name of the language(s) you speak and then rate your ability in speaking and reading using the scale below.

· 2=limited working proficiency

· 3=general proficiency

· 4=advanced professional proficiency (fluent)

· 5=functional native proficiency (native speaker or mother tongue)

14. Fill in the boxes for #14: Employment History. Include employment and salary history for the last three years, using the example below in the Guidance section. Note the following:

· For each employer listed, include the name of the organization, location, a point of contact, and contact number.

· Report the salary for each position on an annual basis, and only list the base salary. Do not include bonuses, commissions, overtime payments, or allowances.

· Note the salary in the original currency of the compensation. Do not convert any rates into another currency unless directed otherwise by the client, in which case both the original and USD amounts should be listed.

15. Fill in the boxes for #15: Specific Consultant Services. Complete this section only if your employment history has assignments as an independent consultant. Include consulting assignments for the past three years. See the sample below in Guidance.

· **Requires brief description of services performed; employer's name, point of contact, and telephone number; dates of employment; number of actual workdays; and daily rate.**

· The daily rate reported should be the base rate paid, exclusive of any per diem or other allowances/ payments. The daily rate should be reported in the original currency of the compensation. Do not convert any rates into another currency unless directed otherwise by the client, in which case both the original and USD amounts should be listed.

16. Stop after completing box #15.

**17. Support documentations**

For EBD verification purpose, the consultant should provide the following documentation:

|  |  |
| --- | --- |
| **For educational degree** | **For Professional reference** |
| * Diploma
 | * Copy of the consultant's paystub; or
* Copy of the consultant's employment or consulting contract that states the rate and contract dates
 |

|  |  |
| --- | --- |
| IF | THEN |
| The consultant cannot provide educational degree | The candidate should remove the degree from the EBD and CV, and resubmit. |
| The compensation listed includes more than base salary, such as benefits, allowances, bonuses, 13th pay, commissions. | The candidate should provide evidence or a detailed breakdown of the full compensation package, and should calculate the amount that is only the base salary. |
| Evidence of consultancy or salary history rates are stated in annual or monthly amounts | · Divide an annual salary by 260 to arrive at a daily rate.  |

 **Guidance:**

This section describes guidance to aid in understanding and implementing these instructions and does not include mandatory requirements.

5.1. The EBD should always be filled out, signed, and dated by the candidate; and under no circumstances should a DAI employee change or modify a candidate or employee's EBD.

5.2. Civil and/or criminal penalties can be imposed for submitting a form that contains false information, or that has been inadequately verified. The project reserves the right to terminate any individual who has falsified documents.

5.3. Only rates earned in the past three years should be documented on the EBD. All rates should be expressed in the currency of payment unless directed otherwise by the client. If the client requires rates on the EBD be represented in USD, both the original currency and USD amounts should be listed and conversion rates and their source should be documented by the HR Specialist and kept with the individual’s file for future reference.

5.4. Salaries should be listed in annual terms and should exclude any benefits, allowances, bonuses, commissions, and so on.

5.5. It is important to report each salary change within a job or company. Please see sample work history below. If an individual has worked for the same employer since 2003, and has received annual salary increases, the form should be completed like the sample form.

|  |  |  |  |
| --- | --- | --- | --- |
| PositionTitle | Employer's Name and Address/Point of Contact and Telephone # | Dates of Employment (M/D/Y) | AnnualSalary |
| From | To | Dollars |
| FinanceManager | XYZ Factory, Washington, DC, USA Anne Smith, 301-771-8699 | 12/1/10 | present | $33,075 |
| FinanceManager | XYZ Factory, Washington, DC, USA Anne Smith, 301-771-8699 | 12/1/09 | 11/30/10 | $31,500 |
| Accountant | ABC Company, New York, NY, USA Jane Doe, 301-771-8699 | 12/1/08 | 11/30/09 | $30,000 |

5.6. Rates for consultancies should be expressed in terms of daily amounts—not annual amounts. See the example below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ServicesPerformed | Employer's Name andAddress/Point ofContact andTelephone # | Dates of Employment (M/D/Y) | Days at Rate | Daily Rate inDollars |
| From | To |
| Agronomist | XYZ Factory, Washington, DC, USA, Anne Smith, 301-771-8699 | 1/5/11 | 1/22/11 | 10 | $300 |
| Agronomist | ABC Company, New York, NY, USA Jane Doe, 301-771-8699 | 8/10/10 | 11/30/10 | 65 | $280 |
| Agronomist | ABC Company, New York, NY, USA Jane Doe, 301-771-8699 | 6/1/10 | 7/15/10 | 22 | 280 |