



Experience & Education Calculator – Campus

Manually calculating an employee's or new hire's education and related experience can be time consuming. To promote accuracy and consistency in this step, the Hiring Enhancement Program has developed this **Experience & Education Calculator for Campus.**

Candidate name: _____ **Job title:** _____

EDUCATION

Highest degree completed*:	_____	Additional credit hours*:	_____
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*Note: Credit can only be given for highest degree completed; multiple degrees are not counted.

*Note: In excess of highest degree completed.

Calculated Total Education:	_____ years &
	_____ months

WORK EXPERIENCE - List all work history provided on the application

Employer	Job Title	Begin Date* mm / yyyy	End Date* mm / yyyy	Related?	Full Time %
		/	/		
		/	/		
		/	/		
		/	/		
		/	/		
		/	/		
		/	/		
		/	/		
		/	/		
		/	/		
		/	/		

Calculated Related Experience:	_____ years	_____ months
	_____ years	_____ months
	_____ years	_____ months
	_____ years	_____ months
	_____ years	_____ months
	_____ years	_____ months
	_____ years	_____ months
	_____ years	_____ months
	_____ years	_____ months
	_____ years	_____ months

*Note: Work history dates must be entered consecutively; be cautious to not overlap work history dates (i.e., Job 1 ended in May, Job 2 began in May. Can only include May in Job 1 dates).

Calculated Experience & Education Summary

Education:	_____ years _____ months
Related experience:	_____ years _____ months

Total Education & Experience:	_____ years _____ months
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