

# Career Progression Assessment Form

This form is used to assess whether an employee meets the requirements for advancement within an established career progression. In order to be considered for a career progression an employee must have been in their current job code for 6 months and have completed their probationary period. Career progression requests will only be considered for employees in a UCareer job code who are advancing one level within their established career progression track.

All career progression changes will go into effect on the first or sixteenth of each month in order to support payroll processing.

## Section 1 – Employee Information

Employee Name:

Employee ID (UNID):

Department & Org. ID:

Supervisor Name:

Current Job Title:

Current Job Code:

Requested Job Code:

Effective Date Requested:

## Section 2 – Minimum Qualification Review

Note on equivalency: 1 year of higher education can be substituted for 1 year of directly related work experience.

Experience & Education:

- Employee meets the education and experience requirements for the requested level.

Comments:

Licenses / Certifications (if applicable)

- Employee possesses all required licenses or certifications.

Comments:

## Section 3 – Supervisor Justification

Please provide a brief explanation describing how the employee meets the qualifications and expectations of the requested level.

## Section 4 – Department Certification

Departments are responsible for evaluating and certifying that budget, operational need, and employee qualifications support advancement within a career progression.

- The employee meets the minimum qualifications for the requested level.
- Funding is available for any resulting compensation adjustment.
- The information provided in this request is accurate and complete.

Supervisor Name:

Date:

## Section 5 – Compensation Review (HR Use Only)

- Documentation Complete
- Job Code Review Completed

Determination:  Approved       Denied

Compensation Comments:

Compensation Analyst Name:

Date:

## Record Retention

This form must be attached to the Career Progression ePAF transaction and will be retained by the Compensation Team for audit and recordkeeping purposes.