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| **HOW TO USE THIS FORM**  The Career Progression Framework will consist of Universal Competencies related to the University’s Mission, Core Competencies per Occupational Group related to the position’s job template and the selection of two (2) Professional or Manager Competencies related to the position.  Supervisors should complete this form for each position. It is not required to have a Framework for each employee in the same position within the same department, but it may be necessary to complete more than one Framework based on specializations within the position.  Completed Career Progression Frameworks with appropriate signatures should be uploaded to the [Career Progression Framework Library](https://hr.uconn.edu/career-progression-framework-library/) for review and approval by Human Resources.  A list of all required and available competencies can be found in the [Competency Library](https://hr.uconn.edu/career-progression-competency-library/) on the Career Progression website. Please work with your designated HR Specialist if you have any questions. | |
| **POSITION DETAILS** | |
| **Employee(s) Name (if applicable):** Click or tap here to enter text. | |
| **Job Template Title:** Click or tap here to enter text. | **Level:** Click or tap here to enter text. |
| **Working Title:** Click or tap here to enter text. | |
| **Department:** Click or tap here to enter text. | **Supervisor Name:** Click or tap here to enter text. |
| **Is this a New or Revised Career Progression Framework?  New  Revised** | |
| **If Revised, what is being edited?** Click or tap here to enter text. | |
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| **COMPETENCY STATEMENTS** | |
| Describe what specific observable and measurable behaviors, capabilities, expertise and/or understanding that is required to achieve the designated rank of Proficient, Advanced and Expert for each competency. Be clear, direct, and detailed.  To aid in the development of drafting competency statements, Human Resources has developed broad definitions of each competency and measurable and observable competency statements for each competency across all three ranks. Please visit the [Career Progression](https://hr.uconn.edu/career-progression/) website for the full competency list with competency statements and training on how to create the Career Progression Framework. | |

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| **UNIVERSAL COMPETENCIES** | | |
| Universal Competencies are competencies that are related to the [University’s mission](https://boardoftrustees.uconn.edu/university-mission-statement/). These competencies are required for all employees, regardless of job template or position. | | |
| **Competency**: Valuing Diversity | | |
| **Proficient** | **Advanced** | **Expert** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Competency**: Innovation/Creativity | | |
| **Proficient** | **Advanced** | **Expert** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Competency**: Leadership | | |
| **Proficient** | **Advanced** | **Expert** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

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| **CORE COMPETENCIES PER OCCUPATIONAL GROUP** | | |
| Core Competencies per Occupational Group are competencies that are related to the Occupational Group that the position’s job template falls under. Each Occupational Group has a list of competencies that all job templates under that group will be required to be used. To determine the core competencies for this position, please visit the [Competency Library](https://hr.uconn.edu/career-progression-competency-library/) website. | | |
| **Competency**: Click or tap here to enter text. | | |
| **Proficient** | **Advanced** | **Expert** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Competency**: Click or tap here to enter text. | | |
| **Proficient** | **Advanced** | **Expert** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Competency**: Click or tap here to enter text. | | |
| Proficient | Advanced | Expert |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

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| **ADDITIONAL PROFESSIONAL OR MANAGER COMPETENCIES** | | |
| Select two additional Professional Competencies for those position with a job template in a Professional Category (P1-P7) or Manager Competencies for those positions with a job template in a Manager Category (M5-M8). The Professional Competencies should be related to the employee’s job specification and/or specific discipline for their classification. Manager Competencies should be related to the employee’s role of providing a combination of supervision/management over a department charged with providing a variety of cross-disciplinary services. A list of available competencies can be found on the [Competency Library](https://hr.uconn.edu/career-progression-competency-library/) website. | | |
| **Competency**: Click or tap here to enter text. | | |
| **Proficient** | **Advanced** | **Expert** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Competency**: Click or tap here to enter text. | | |
| **Proficient** | **Advanced** | **Expert** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

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| **SIGNATURES** | | |
| **SUPERVISOR REVIEW** | | |
| I acknowledge that I have completed this Career Progression Framework in consultation with Management and Human Resources for this position. I will share this with the employee(s) in this position and assist in their progression through this plan. | | |
| **Supervisor Signature:** Click or tap here to enter text. | **Print Name:** Print Name | **Date:** Date |
| **OVERALL COMMENTS** *(Optional)* | | |
| Click or tap here to enter text. | | |
| **MANAGER OUTSIDE OF ANY BARGAINING UNIT REVIEW** | | |
| I acknowledge that I have reviewed and support this Career Progression Framework. | | |
| **Manager Signature:** Click or tap here to enter text. | **Print Name:** Print Name | **Date:** Date |
| **OVERALL COMMENTS** *(Optional)* | | |
| Click or tap here to enter text. | | |

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| **HUMAN RESOURCES SECTION (HR use only)** | | |
| **Approved  Denied** | | |
| **HR Specialist Signature:** Click or tap here to enter text. | **Print Name:** Print Name | **Date:** Date |
| **NOTES/COMMENTS** | | |
| Click or tap here to enter text. | | |