

Career Progression Nomination Form

HOW TO USE THIS FORM

To be eligible to be nominated for progression to a new rank once an employee has demonstrated they have met **all** competencies for that rank, employees must have:

1. An up-to-date Job Specification on file with Human Resources.
2. An approved Career Progression Framework on file with Human Resources.
3. Received an overall rating of Good or better on their most recent performance evaluation.
4. Successfully completed their initial probationary period for Permanent UCPEA members or have served in their current position for at least a year for End-Date UCPEA members.
5. Served at least one year in their current position at the rank of Proficient before being nominated to the rank of Advanced.
6. Served at least two years at the rank of Advanced before being nominated to the rank of Expert.

Once the supervisor has determined the employee has demonstrated they have met **all** competencies for the rank **and** met the eligibility requirements, the supervisor will notify the employee of the nomination and inform them to submit the Career Progression Nomination Form.

The form includes the following sections:

1. **Employee Section:** Employees will list out the competencies that were determined on their Career Progression Framework that their supervisor developed in consultation with Human Resources. They will provide a justification for each competency on how they achieved the specified rank.
2. **Supervisor Section:** Supervisors will review and confirm the information provided by the employee and provide additional justification for achieving the specified rank or provide the reason for denial.
3. **Department Head Section:** Department Heads will review and confirm the information provided, provide additional justification if needed and approve or deny the nomination.
4. **Manager Outside of Any Bargaining Unit Section:** Managers Outside of Any Bargaining Unit will review and confirm the information provided and provide justification for the final approval or denial of the nomination, as well as funding as applicable.

Approval of the manager outside any bargaining unit **AND** Human Resources is required to progress. Human Resources will confirm eligibility to be nominated and if the employee has demonstrated they've met all competencies for the rank based on the information provided.

EMPLOYEE INFORMATION

Employee Name

NetID

hhh11111

Employee Payroll ID

12

Employee First Name

Henry

Employee Last Name

Husky

Employee Email

Employee Department Name

henry.husky@uconn.edu

Plant Science

Employee Job Title

Employee Union Code

Educational Program Assistant 1

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Employee Supervisor

Supervisor Email

UConn, Joann

joanne.uconn@uconn.edu

Department Head Name

Department Head Email

Archer, Anne

anne.archer@uconn.edu

Manager Outside of Any Bargaining Unit

Manager Outside of Any Bargaining Unit Email

Cross, Wilbur

wilbur.cross@uconn.edu

Current Career Progression Rank

Requested Career Progression Rank

Proficient

Advanced

Occupational Group

Academic Programs/Services

Directions for Justification of Achievement of Specified Rank

In this section the employee and supervisor will provide a justification on how the employee has achieved the specified rank for each competency under each Competency Category as outlined on the position's Career Progression Framework. *Listing development activities is not sufficient.* Specific examples must be provided on how the employee has demonstrated the particular behaviors, capabilities, understanding, and expertise for the competency in their position through various tasks at the designated rank.

Universal Competencies

Valuing Diversity

Employee Justification for Valuing Diversity Competency

I took a webinar called "Recognizing Bias in the Workplace" and provided a workshop to other staff on what I learned and how to address bias through redirection and awareness. I have taken it upon myself to review our department website and departmental newsletter (that we send out to students) to ensure language is inclusive for all as well as to remove language or imagery that might be deemed exclusive or offensive. By doing this, other staff have come to me, as well as my supervisor to help reviewing other communications. When interacting with students, I regularly display eye contact, ensuring I'm attentive and listening to their viewpoints before I respond.

Supervisor Justification for Valuing Diversity Competency

I recommend Henry for the Advanced rank, recognizing their continued commitment to fostering diversity and inclusion. Henry played a pivotal role in educating our staff on bias through a workshop, took the initiative to review and enhance departmental communications for inclusivity, and consistently demonstrates a commitment to inclusivity in interactions with students. Their multifaceted approach and positive impact make them a strong candidate for advancement.

Innovation/Creativity

Employee Justification for Innovation/Creativity Competency

I have been reviewing the reoccurring questions that I get regarding purchasing and have created an FAQ to address those questions as well as a purchasing guide that provides details on who we purchase from, sample pricing, suggested timelines for submittals, etc. This has helped our department manage workload as we've seen last minute requests decrease significantly. In addition, my colleague and myself have developed a departmental calendar with key dates for students, faculty and our department. With this we have devised a plan for who will handle issues that arise, how we determine priorities throughout the academic calendar and ensure we meet our deadlines.

Supervisor Justification for Innovation/Creativity Competency

I recommend Henry for the Advanced rank based on their contributions to innovation and creativity within our department. Henry addressed recurring purchasing inquiries by creating a comprehensive FAQ and Purchasing Guide, significantly reducing last-minute requests. Additionally, Henry's collaboration in developing a departmental calendar and operational plan showcases a forward-thinking approach to managing challenges and deadlines. Henry consistently leads in staying informed about industry trends and implementing innovative solutions. Their proactive research enhances our department's competitiveness and demonstrates a commitment to continuous improvement. Henry also actively contributes creative ideas, from streamlining processes to suggesting new approaches. Henry's inventive mindset significantly advances our department's initiatives. Lastly, Henry exhibits foresight and creativity when anticipating student and faculty needs, which contributes to a proactive and efficient departmental environment. Henry has consistently demonstrated a capacity for innovative solutions, making them well-suited for the next rank.

Leadership

Employee Justification for Leadership Competency

I have joined the Travel Committee for the college and have worked alongside the committee on developing training for faculty on submitting their travel requests. I am now the main facilitator of the training for the college. As stated above, I have worked with a colleague on developing the departmental calendar so that everyone is aware of key dates and so we can all better track and plan our days, months and year, not only individually, but for our department as a whole.

Supervisor Justification for Leadership Competency

I recommend Henry for the rank of Advanced due to their leadership contributions within our department. Henry took the initiative to join the Travel Committee, becoming the main facilitator for training on travel request submissions for the college. Additionally, their collaborative role in developing the departmental calendar showcased effective teamwork and leadership. Henry consistently provides valuable guidance to students, faculty, and staff, contributing to issue resolution. Furthermore, Henry has brought a strategic vision to the Travel Committee, collaborating with university departments and engaging with diverse stakeholders. By doing so, they demonstrated leadership in defining and achieving departmental objectives. Henry is well-prepared for the rank of Advanced.

Occupational Group Core Competencies

Academic Programs/Services Core Competencies

Employee Justification for Customer Service Competency

I am able to maintain a professional demeanor even in difficult or stressful situations, especially when working with students. I listen and allow them to speak fully before I respond. When I'm creating solutions, I try to provide several options for them and then work with the student on what option would serve them best.

I also seek feedback from students, faculty and others on how my service is so that I can incorporate or change if needed. One example of this was when I created the FAQ for faculty on purchasing. They expressed frustration with finding it difficult to get answers and creating the FAQ provided them the answers in one place.

Supervisor Justification for Customer Service Competency

I recommend Henry for the rank of Advanced due to their commitment to delivering customer service within our department. Henry consistently maintains professionalism in challenging situations, actively listens to the students, and offers students multiple options for tailored solutions. Henry proactively anticipates travel and purchasing issues and creates solutions to prevent problems and to ensure a seamless experience for students and faculty. Henry actively seeks feedback for continuous improvement, as seen in creating an FAQ for faculty on purchasing in response to expressed frustration. Henry anticipates and addresses the unique needs of students and faculty through providing tailored services and answers, elevating satisfaction and demonstrating a nuanced understanding. Henry also integrates customer feedback into service improvements, ensuring it plays a crucial role in decision-making. Henry is well-prepared for the next rank, as Henry possesses qualities that make them a strong contributor to our department's commitment to customer service excellence.

Employee Justification for Problem Solving Competency

Throughout this past year, I was able to effectively identify and handle various issues that arose within our team. For instance, as stated earlier, I've been able to devise FAQs for purchasing to provide information that was consistently asked by faculty, which addressed specific problems. In addition, by me joining the Travel Committee for the college, I've been able to become a resource for faculty and staff regarding travel needs and appropriate training. This has resulted in me being the go-to person for travel issues or problems within our department.

Supervisor Justification for Problem Solving Competency

I recommend Henry to the rank of Advanced based on their demonstration of anticipating, identifying, and resolving complex and sensitive problems, both independently and through collaborative efforts. While working on the Travel Committee, Henry identified ineffective, outdated travel procedures and recommended solutions and alternative procedures to increase efficiency of the travel process. The training program for travel that Henry developed has provided a proactive measure to reach constituents regarding applicable policies and procedures. Through serving as the unit's travel subject matter expert, Henry is responsible for developing alternative solutions to complex, sensitive travel issues and developing contingency plans to overcome such obstacles. Henry is well-suited for the Advanced rank.

Employee Justification for Time Management Competency

I have consistently demonstrated strong time management skills, effectively balancing my workload and meeting deadlines on time. I have done this by using the academic calendar to determine high travel times to ensure I plan out my schedule to take on the volume for faculty travel. I have implemented various time management techniques and tools, such as creating to-do lists, adding deadlines into my outlook calendar, and blocking off time so that I can take on last minute or urgent requests.

Supervisor Justification for Time Management Competency

I support and recommend Henry for the Advanced rank due to their commitment to prioritizing work tasks, meeting deadlines, and communicating and sharing time management skills with their colleagues. Henry, in collaboration with a colleague, developed a departmental calendar with key dates and deadlines, allowing them to devise their approach to meeting all deadlines and identifying future needs. Henry has demonstrated their commitment to coaching their colleagues in time management skills by sharing this technique with others within the unit and providing them with individualized solutions for their specific needs. Since the development of the shared calendar, and Henry's sharing this approach with colleagues, the unit's rate of deadlines met on time has increased. Henry's time management skills and ability to serve as a subject-matter expert to colleagues in time management makes them well-prepared for the rank of Advanced.

Additional Professional or Manager Competencies

First Additional Professional or Manager Competency

Professional: Teamwork/Collaboration

Employee Justification for Additional Professional or Manager Competency #1

I have demonstrated strong teamwork skills by actively seeking out opportunities to collaborate with others and build positive relationships with my colleagues. I have consistently been able to find common ground and work towards shared goals, resulting in more efficient and effective work processes. I have effectively supported my team members by sharing my knowledge and expertise and providing guidance and mentorship. This has resulted in a more cohesive and supportive work environment and has allowed my department to achieve better outcomes.

Supervisor Justification for Additional Professional or Manager Competency #1

I recommend Henry for the rank of Advanced due to their demonstration of teamwork skills and commitment to developing positive collaborative and professional relationships with their colleagues. While working on projects with both colleagues and staff from other areas in the university, Henry created an atmosphere of helpfulness and cooperation, which allowed the groups to work cohesively, find common ground, and work towards their shared goals. This has been particularly salient in their work on the Travel Committee, where they worked with staff from other departments in the College and identified common issues/concerns and solutions. This collaborative, teamwork driven approach created consistent, department-wide solutions to common travel concerns. The Travel Committee's collaborative work has been discussed throughout the department, highlighting Henry as a role model for teamwork and collaboration for staff and student workers. Henry's commitment to teamwork and collaboration to further departmental goals and objectives makes them an ideal candidate for the Advanced rank.

Second Additional Professional or Manager Competency

Professional: Attention to Detail

Employee Justification for Additional Professional or Manager Competency #2

Since my job is heavily focused on travel and purchasing, I have taken applicable training on Concur and Husky Buy so that I am informed on all the necessary steps. By doing so, I have developed my own procedures for reviewing submissions, statuses, and next steps for that involved maintaining checklists, schedules, and calendar to ensure small details are not overlooked. In addition, I have shared these resources with others in our department to motivate them to meet or exceed our goals for the department.

Supervisor Justification for Additional Professional or Manager Competency #2

I recommend Henry for the rank of Advanced on their thoroughness and accuracy when performing their work duties and sharing those skills with their colleagues. Henry independently sought out the Concur and Husky Buy training at the University to advance the knowledge of the processes, and ensure they complete all required steps within those processes. Since attending the training sessions, they developed several processes for tracking and organizing work tasks and progress, with an overall positive impact on efficiency and effectiveness. Henry's deliverables have been completed in advance of their deadlines, with minimal errors, showing their conscientiousness, accuracy, and reliability when completing their work tasks. Henry has collaborated with colleagues

to recommend these procedures to positively impact the unit's efficiency and accuracy. Henry is well-suited for the Advanced.

SIGNATURE

EMPLOYEE ACKNOWLEDGMENT

I acknowledge that I have provided justification of achievement to the specified rank for each competencies to the best of my knowledge and in consultation with my supervisor.

Submitted By

Husky, Henry

Employee Signature

Henry Husky

SUPERVISOR REVIEW

I acknowledge that I have reviewed the employee's section and provided justification for my approval or denial of the nomination.

Supervisor Recommendation

Approve

Supervisor Signature

Joann UConn

Supervisor Comments

I fully support the nomination for Henry to the rank of Advanced.

Department Head Reveiw

I acknowledge that I have reviewed the employee's and supervisor's section and provided justification for my approval or denial of the nomination.

Department Head Recommendation

Approve

Department Head Signature

Anne Archer

Department Head Comments

I have reviewed both Henry's and Joann's comments and can confirm all the information is accurate. Based on the various justifications, I support the nomination to Advanced.

MANAGER OUTSIDE OF ANY BARGAINING UNIT REVIEW

I acknowledge that I have reviewed the employee's, supervisor's and department head's section and provided justification for my approval or denial of the nomination, including funding decision.

Manager Decision

Approve - Funding Available

Manager Outside of Any Bargaining Unit Signature

Wilbur Cross

Manager Comments

The information provided demonstrates the rank of Advanced in all competencies. I can confirm there is funding and approve the nomination to the rank of Advanced.
