Career Progression Nomination Form Step Guide

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Complete Online Form

Once a supervisor has completed the review of the employee and determined the employee has progressed to the next rank, the employee must submit the Career Progression Nomination Form in Kuali. Only those employees who have met all Eligibility Criteria to be eligible for nomination to the next rank should complete the Career Progression Nomination Form.

Employee Section

Employee Information

1. Employee logs into the *Career Progression Nomination Form* at:
   https://uconn.kualibuild.com/app/6583480032976c013b8f986d/run
2. Employee enters their name in the Employee Name field and selects from the results in the drop-down list. The following fields will auto populate once the name has been selected: NetID, Payroll ID, Name, Email, Department, Job Title, Union Code, Employee Supervisor's name and email, and Department Head name and email.
3. Enter the Manager Outside of the Bargaining Unit's name and select from the results in the drop-down list. The Manager Outside of the Bargaining Unit's email will auto populate.
   - **Note:** The individuals listed in this field are limited to those that are outside of any bargaining unit. The same person may be the supervisor and manager if the supervisor is not in a bargaining unit. If you do not know who the Manager Outside of the Bargaining Unit is, please contact your supervisor and/or HR Specialist.

Employee Supervisor *	Supervisor Email
Manager Outside of Any Bargaining Unit * This should be the first manager outside of any collective bargaining unit. 🔍	Manager Outside of Any Bargaining Unit Email

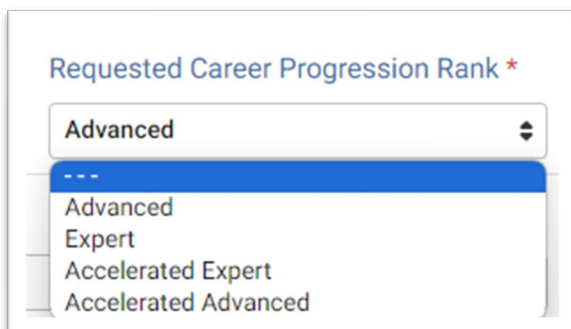4. Select your **current** Career Progression Rank from the drop-down list.

Current Career Progression Rank *

```
- - -                    ⬍
- - -
Proficient
Advanced
```

5. Select your **requested** Career Progression Rank from the drop-down list.

Requested Career Progression Rank *

```
Advanced                 ⬍
- - -
Advanced
Expert
Accelerated Expert
Accelerated Advanced
```
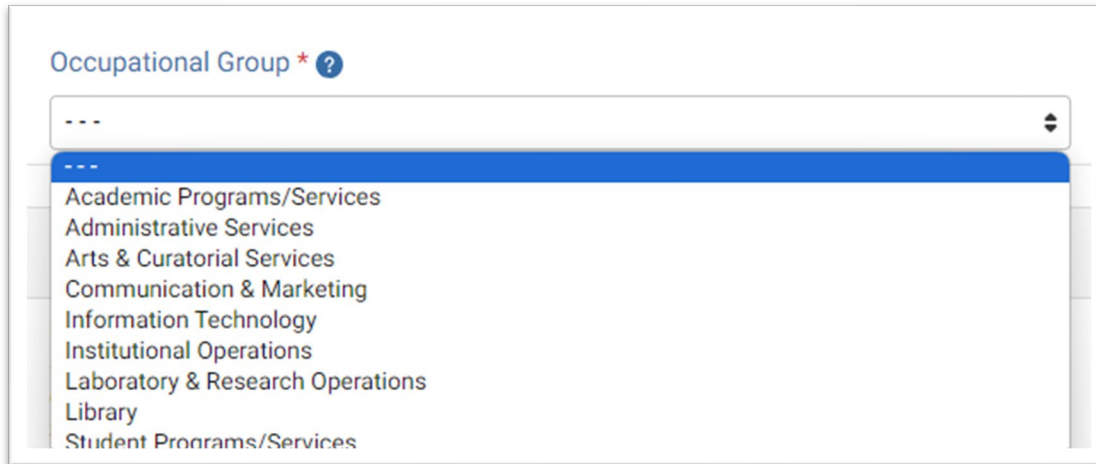
2

6. Select your Occupational Group from the drop-down list. If you are unsure of your Occupational Group, please contact your supervisor or locate your job template within the appropriate Occupational Group.
   - **Note:** It is important to select the appropriate Occupational Group, as this will impact the Occupational Group Core Competencies on the form.

Occupational Group * ❓

- - -

- - -
Academic Programs/Services
Administrative Services
Arts & Curatorial Services
Communication & Marketing
Information Technology
Institutional Operations
Laboratory & Research Operations
Library
Student Programs/Services

Justification for Achievement of Specified Rank

In this section the employee 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.

Employees should refer to the specific Career Progression Framework while completing the remainder of the Career Progression Nomination Form.

Universal Competencies

1. For each Universal Competency (I.e., valuing diversity; innovation/creativity; leadership), the employee will provide justifications for their progression to the next rank.
   a. Employees must articulate what they did to achieve the specified rank (as selected in the Requested Career Progression Rank selection above) for each competency, including:
      i. How they developed the competency at this rank using observable and measurable behaviors, skills, knowledge, and abilities; and
      ii. Why performing the behaviors, skills, knowledge, and abilities is significant to their role at this 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.

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.

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.

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Core Competencies per Occupational Group

The three core competencies listed within this section will be determined based on the Occupational Group selected above.

1. For each core competency, the employee will provide justifications for their progression to the next rank.
    a. Employees must articulate what they did to achieve the specified rank (as selected in the Requested Career Progression Rank selection above) for each competency, including:
        i. How they developed the competency at this rank using observable and measurable behaviors, skills, knowledge, and abilities; and
        ii. Why performing the behaviors, skills, knowledge, and abilities is significant to their role at this rank.

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.

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.

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.

Additional Professional or Manager Competencies

When creating the Career Progression Framework for a position, the supervisor will have selected two Additional Professional or Manager Competencies. Professional Competencies are selected for classifications in the Professional Category (P1 to P7), related to the employee's job specification and/or discipline. Manager Competencies are selected for classifications in the Manager Category (M5 to M8), related to the employee's role of providing a combination of supervision/management over a department charged with provide a variety of cross-disciplinary services.

If you are unsure of the additional professional or manager competencies, please contact your supervisor.

1. Select the First Professional or Manager Competency from the drop-down list, based on your Career Progression Framework.

2. For the First Additional Professional or Manager Competency selected, employees must articulate what they did to achieve the specified rank (as selected in the Requested Career Progression Rank selection above) for each competency, including:
    a. How they developed the competency at this rank using observable and measurable behaviors, skills, knowledge, and abilities; and
    b. Why performing the behaviors, skills, knowledge, and abilities is significant to their role at this rank.
3. Select the Second Professional or Manager Competency from the drop-down list, based on your Career Progression Framework.

4. For the Second Professional or Manager Competency selected, Employees must articulate what they did to achieve the specified rank (as selected in the Requested Career Progression Rank selection above) for each competency, including:
   a. How they developed the competency at this rank using observable and measurable behaviors, skills, knowledge and abilities; and
   b. Why performing the behaviors, skills, knowledge, and abilities is significant to their role at this rank.

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.

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.

Employee Signature

1. Read the **Employee Acknowledgement** and click **Sign this form**. Type, draw, or upload a signature and **Save**.
2. On the top right of the form click **Submit**.

Add Signature   ✕

Type   Draw   Image

Type your name

[ ]

Cancel   Save

➡

SIGNATURE

EMPLOYEE ACKNOWLEDGMENT

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

Submitted By
Carpenter, Heather

Employee Signature *

Heather Carpenter   Remove

Supervisor Section
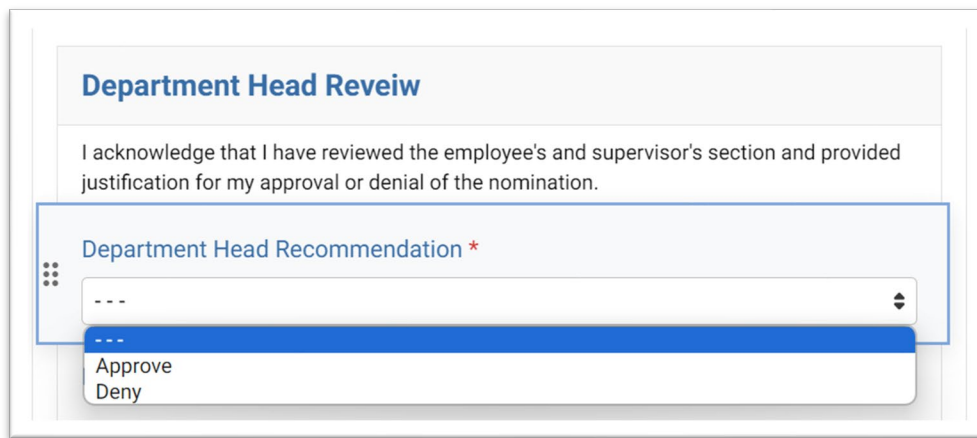
After the employee has completed their section of the Career Progression Nomination form, it will be routed to the Supervisor. Supervisors will receive an automated email from no-reply@mail.kualibuild.com notifying them that the employee has submitted for Career Progression and will provide a link to complete their portion of the form.

Justification for Achievement of Specified Rank

In this section the 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.

Supervisors should refer to the specific Career Progression Framework while completing the remainder of the Career Progression Nomination Form.

1. The Supervisor should carefully review all information input by the employee for accuracy, including that they selected the correct Occupational Group and Professional or Manager Competencies.
2. The Supervisor must comment and provide additional information and/or examples on how the employee meets the rank for *each* competency.

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 Expert 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.

Supervisor Signature

1. Supervisor must read the **Supervisor Acknowledgement** and select their Supervisor Recommendation from the drop-down list.

2. Supervisor clicks **Sign this form**. Type, draw, or upload a signature and **Save**.
3. Supervisor may add any additional overall comments.

4. On the top right of the form, click **Mark Complete.**

Department Head Section

After the employee and supervisor have completed their sections of the Career Progression Nomination form, it will be routed to the Department Head. Department Heads will receive an automated email from no-reply@mail.kualibuild.com notifying them that the employee has submitted for Career Progression and will provide a link to complete their portion of the form.

Justification for Achievement of Specified Rank

1. The Department Head should carefully review all information input by the employee for accuracy and for comments from the supervisor.
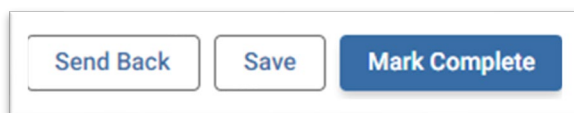
Department Head Signature

1. The Department Head must read the **Department Head Acknowledgement** and will select the appropriate Department Head selection from the drop-down list.

2. The Department Head clicks **Sign this form**. Type, draw, or upload a signature and **Save**.
3. Department Head adds their justification for their approval or denial of the nomination in the Department Head Comments section.
4. On the top right of the form, click **Mark Complete**.

Manager Outside of Any Bargaining Unit Section

After the employee and supervisor have completed their sections of the Career Progression Nomination form, it will be routed to the selected Manager Outside of Any Bargaining Unit. Managers Outside of Any Bargaining Unit will receive an automated email from no-reply@mail.kualibuild.com notifying them that the employee has submitted for Career Progression and will provide a link to complete their portion of the form.

Justification for Achievement of Specified Rank

1. The Manager Outside of Any Bargaining Unit should carefully review all information input by the employee for accuracy and for comments from the supervisor and department head.

Manager Outside of Any Bargaining Unit Signature

1. Manager Outside of Any Bargaining Unit must read the **Manager Outside of Any Bargaining Unit Acknowledgement** and will select the appropriate Manager Decision from the drop-down list.

2. Manager Outside of Any Bargaining Unit clicks **Sign this form**. Type, draw, or upload a signature and **Save**.
3. Manager adds their justification for their approval or denial of the nomination in the Manager Comments section.


4. On the top right of the form, click **Mark Complete**.

Check the Status of Request

Draft Form

Employees may start a Career Progression Nomination Form and save it as a Draft to return to, to later complete. Follow the instructions below to access your draft.

1. Click the link provided in the notification email or log in at:
   https://uconn.kualibuild.com/app/builder/#/my/submissions
2. Under "My Documents," click Drafts.
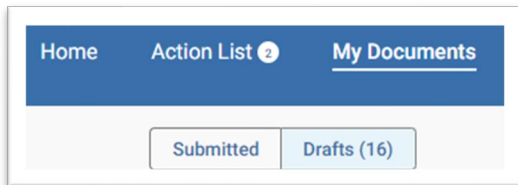
3. Click the form name to view and complete the draft.

Form	Title	Draft Created	Time Elapsed	Actions
UCPEA Career Progression Nomination Form	Carpenter, Heather	Feb 2, 2024 · 3:35pm	7 minutes	🗑

Submitted Form

Upon submission of the Career Progression Nomination Form, you will receive an email notification from _no-reply@mail.kualibuild.com_. Kuali Build is used for many projects at the University and many users have set up inbox rules to move Kuali Build notifications to a separate folder. Please check your inbox rules to adjust as needed for emails including _Career Progression_ in the subject line.

1. Click the link provided in the notification email or log in at:
   https://uconn.kualibuild.com/app/builder/#/my/submissions
2. Under "My Documents," click Submitted.
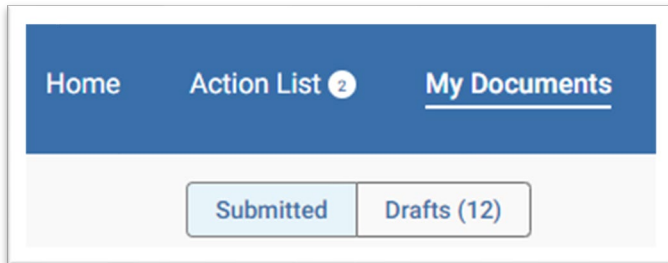
3. Review the status of the form on the Submitted list.

4. Click on the form name to view the submitted form.
5. To view the form's status, click on the form name, then click **Status** (top left of form) to review approvals, denials and comments.
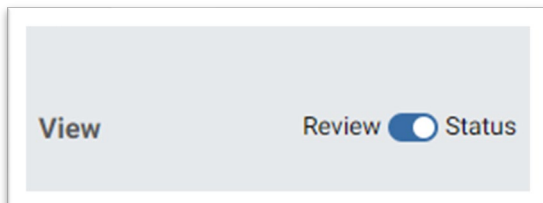

Please note: You will not receive an email from Kuali when the nomination form is complete. Human Resources will be communicating directly with employees on the outcome of the nomination form, including applicable salary changes or denial reasons.

Delete or Withdraw Nomination Form

Delete a Draft Form

Employees may need to delete a draft Career Progression Nomination Form (e.g., inadvertently created several drafts). Follow the below instructions to delete unnecessary drafts.
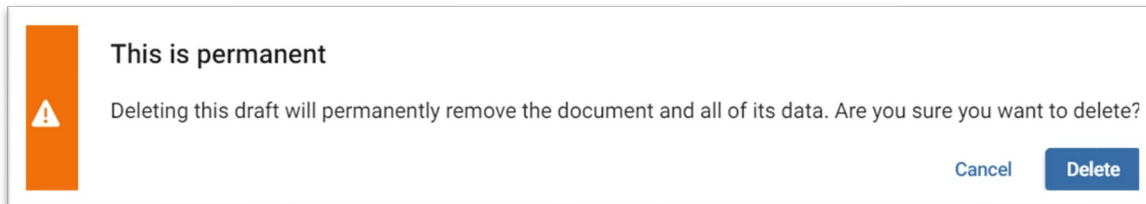
1. Log in at: https://uconn.kualibuild.com/app/builder/#/my/submissions
2. Under "My Documents," click Drafts.
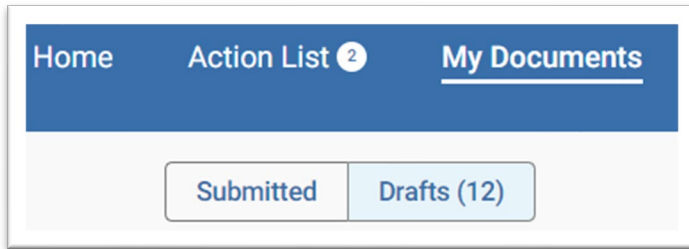
3. Find the draft form that may be deleted and select the trash can icon under "Actions."
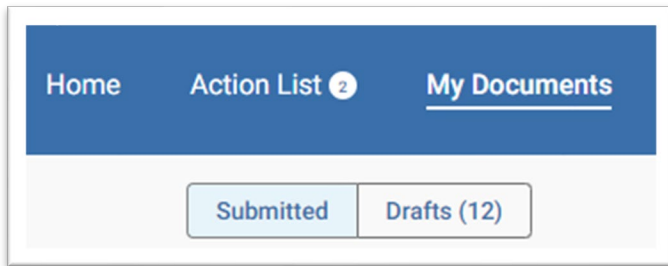

4. A pop-up message will appear, notifying that the deletion will be permanent. Click Delete.

Withdraw a Submitted Form

Employees who wish to withdraw a Career Progression Nomination Form which has been submitted may follow the instructions below.

1. Log in at: https://uconn.kualibuild.com/app/builder/#/my/submissions
2. Under "My Documents," click Submitted.

3. Find the submitted form that may be withdrawn and select the three dots under "Actions." Once selected, click "Withdraw."

Approve Career Progression Nomination Forms

Approvers (e.g., Supervisors; Department Heads; Managers Outside of Any Bargaining Unit) will receive an email notification from *no-reply@mail.kualibuild.com*. Kualibuild is used for many projects at the University and many users have set up inbox rules to move Kualibuild notifications to a separate folder. Please check your inbox rules to adjust as needed for emails including *Career Progression Nomination Form* in the subject line. **Note:** When the same person is listed in the Supervisor and Manager Outside of Any Bargaining Unit fields, the system will generate two emails to the same person.

1. Open the email notification and click **View Task** to go directly to the submission. Users may also log into the Kuali Build homepage and select **Action List**; click the request from the Action List.

App	Document #	Submitted By	Workflow Step	Created On ↓	Action Requested
DRAFT: Career Progression Nomination Form	0038	Carpenter, Heather	Supervisor Review	Mon Dec 18 2023	Task

2. Confirm the form is set to Review or click from Status to Review.

View   Review ⬤ Status
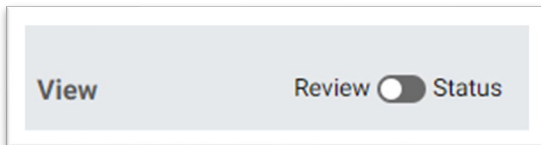
3. Review and complete the form as noted in the Supervisor or Manager Outside of Any Bargaining Unit Sections above.
4. Click **Sign this form** at the bottom of the page. Type, draw, or upload signature and **Save.**
5. On the top right of the page, select **Mark Complete** or **Send Back.**

Send Back   Save   **Mark Complete**
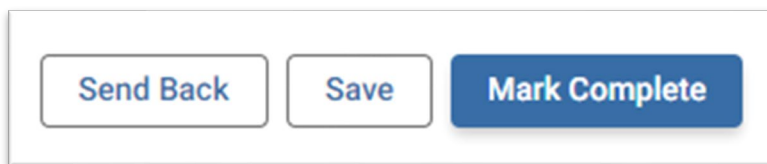
> **Mark Complete –** Marks that level of approval or denial as Complete and submits to the next level of approval. Please note: Denials will end the approval workflow and route directly to Human Resources. Human Resources will communicate with the employee regarding the decision.
>
> **Save –** Saves the current progress on the form, but *does not* submit to the next level of approval.
>
> **Send Back –** Returns for the employee to update and resubmit into the approval workflow. A comment must be added when sending the form back.

Questions?

For specific questions related to data entering in your form, please contact your HR Specialist.

For general questions, please contact workforce@uconn.edu.