 **CAREER PROGRESSION FRAMEWORK** 

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| **HOW TO USE THIS FORM**The Career Progression Framework will consist of five (5) competencies, chosen by the Supervisor, that relate to the position’s job specification and/or specific discipline for the position. For job templates that are in a Manager Category (M5-M8), Supervisors are required to select one (1) Manager Competencies for one of the five competencies. Manager Competencies should be related to the position’s role of providing a combination of supervision/management over a department charged with providing a variety of cross-disciplinary services.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 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):**  |
| **Job Template Title:**  | **Level:**  |
| **Working Title:**  |
| **Department:**  | **Supervisor Name:**  |
| **Is this a New or Revised Career Progression Framework?** [ ]  **New** [ ]  **Revised** |
| **If Revised, what is being edited?**  |
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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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| **REQUIRED COMPETENCIES** |
| Select five (5) competencies for the position that are related to the position’s job specification and/or specific discipline for the job template. If in a Manager job template (M5-M8), one of the five competencies must be chosen from the Manager Competencies category. A list of available competencies can be found on the [Competency Library](https://hr.uconn.edu/career-progression-competency-library/) website. |
| **Competency**:  |
| **Proficient** | **Advanced** | **Expert** |
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| **Competency**:  |
| **Proficient** | **Advanced** | **Expert** |
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| **Competency**:  |
| **Proficient** | **Advanced** | **Expert** |
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| **Competency**:  |
| **Proficient** | **Advanced** | **Expert** |
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| **Competency**:  |
| **Proficient** | **Advanced** | **Expert** |
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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:**  | **Print Name:**  | **Date:** |
| **OVERALL COMMENTS** *(Optional)* |
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| **MANAGER OUTSIDE OF ANY BARGAINING UNIT REVIEW** |
| I acknowledge that I have reviewed and support this Career Progression Framework.  |
| **Manager Signature:**  | **Print Name:**  | **Date:**  |
| **OVERALL COMMENTS** *(Optional)* |
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| **HUMAN RESOURCES SECTION (HR use only)** |
| [ ]  **Approved** [ ]  **Denied** |
| **HR Specialist Signature:**  | **Print Name:**  | **Date:**  |
| **NOTES/COMMENTS** |
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