

Career Progression Application Step Guide

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Complete Online Form

Employees that have progressed to the next rank must submit the Career Progression Application in Quali. Only those employees who have met all [Eligibility Criteria](#) to progression to the next rank should complete the Career Progression Application.

Employee Section

Employee Information

1. Employee logs into the *Career Progression Application* at:
<https://uconn.kualibuild.com/app/66981558ca173e0143814bc3/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: Payroll ID, NetID, Union Code, Job Title, Department Name, Employee Supervisor name and email, and Department Head name and email.
3. Employee enters the Manager Outside of the Bargaining Unit's name and selects from the results in the drop-down list. The Manager Outside of Any 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 outside of any bargaining unit if the supervisor is not in a bargaining unit. If you do not know who the Manager Outside of Any Bargaining Unit is, please contact your supervisor and/or [HR Specialist](#).
4. Employee selects their Requested Career Progression Rank from the drop-down list.
 - **Note:** If you are currently ranked as Proficient, you may only request to move to Advanced. If you are currently ranked as Advanced, you may only request to move to Expert.

Requested Career Progression Rank *

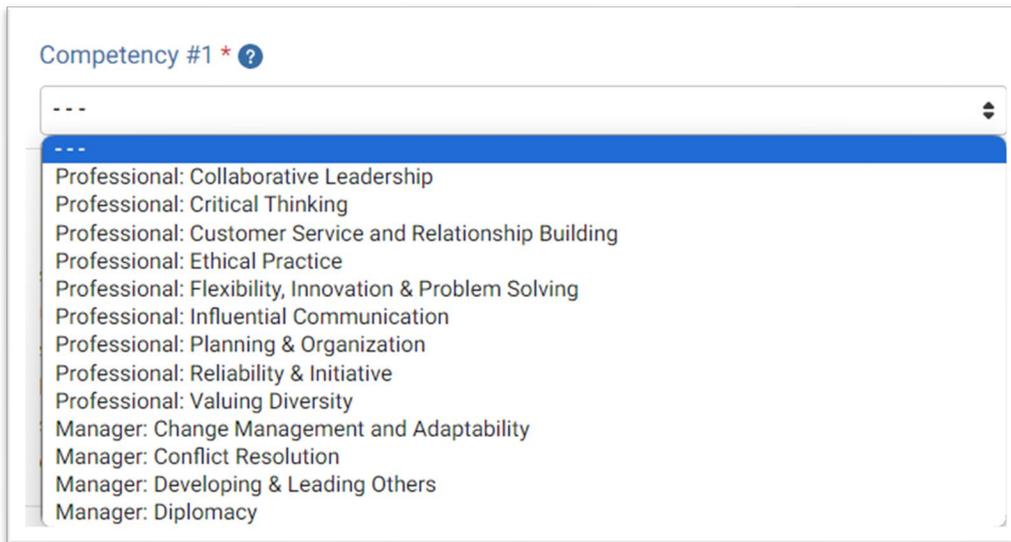
Justification of Achievement of Specified Rank

In this section the employee will provide a justification on how the employee has achieved the specified rank for each competency 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 Application.

Competencies

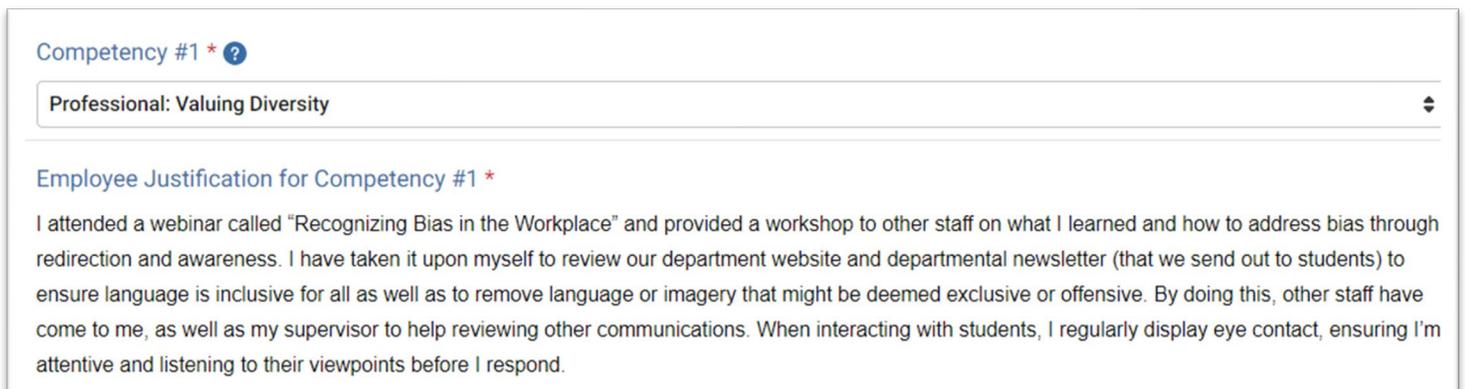
1. Under Competency #1, the employee selects the first competency based on their Career Progression Framework.



Competency #1 * ?

- Professional: Collaborative Leadership
- Professional: Critical Thinking
- Professional: Customer Service and Relationship Building
- Professional: Ethical Practice
- Professional: Flexibility, Innovation & Problem Solving
- Professional: Influential Communication
- Professional: Planning & Organization
- Professional: Reliability & Initiative
- Professional: Valuing Diversity
- Manager: Change Management and Adaptability
- Manager: Conflict Resolution
- Manager: Developing & Leading Others
- Manager: Diplomacy

2. The employee provides a justification for their progression to the next rank for this competency.
 - 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.



Competency #1 * ?

Professional: Valuing Diversity

Employee Justification for Competency #1 *

I attended 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.

3. Employee repeats steps 1 and 2 for the remaining four competencies.

Competency #2 * ?

Professional: Customer Service and Relationship Building

Employee Justification for Competency #2 *

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, and develop/strengthen professional relationships. 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.

Competency #3 * ?

Professional: Flexibility, Innovation & Problem Solving

Employee Justification for Competency #3 *

Throughout this past year, I effectively identified and handled 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 for 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. I've shown my flexibility in the travel domain, as well, as I review and update our travel FAQ and internal standard operating procedures monthly to align with University changes in policy and/or practices

Competency #4 * ?

Professional: Planning & Organization

Employee Justification for Competency #4 *

I have consistently balanced my workload and met all 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.

Additionally, as my job is heavily focused on travel and purchasing, I have taken applicable training on Concur and HuskyBuy so that I am informed on all the necessary steps. I have developed my own procedures for reviewing submissions, statuses, and next steps that involve maintaining checklists, schedules, and calendars to ensure small details are not overlooked. I have shared these resources with others in our department to motivate them to meet or exceed our departmental goals.

Competency #5 * ?

Professional: Collaborative Leadership

Employee Justification for Competency #5 *

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. I have worked with a colleague on developing the departmental calendar so that everyone is aware of key dates and we can better track and plan our days, months and year, not only individually, but for our department as a whole. I actively seek out opportunities to collaborate with others and build positive relationships with my colleagues. I have been able to find common ground and work toward 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 related to travel. This has resulted in a more cohesive and supportive work environment and has allowed my department to achieve better outcomes (i.e., fewer errors).

Employee Signature

1. Employee reads the **Employee Acknowledgment** and clicks **Sign this form**. Type, draw, or upload a signature and **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 *

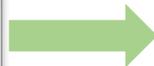
Sign this form

Type Draw Image

Type your name

Heather Carpenter

Cancel **Save**



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

2. On the top right of the form, employee clicks **Submit**.

Discard Save **Submit**

Supervisor Section

After the employee has completed their section of the Career Progression Application, it will be routed to the Supervisor. Supervisors will receive an automated email from Quali Build Notifications (no-reply@workflow.uconn.edu) notifying them that the employee has submitted for Career Progression and will provide a link to complete their portion of the form.

The supervisor will review and confirm the information provided by the employee and provide additional justification for achieving the specified rank being applied for or provide the reason for denial.

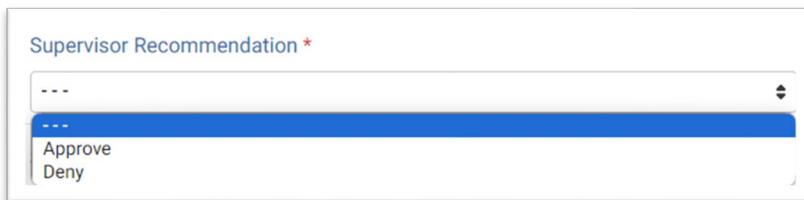
Supervisors should refer to the specific Career Progression Framework while completing the remainder of the Career Progression Application.

Competencies

1. The Supervisor carefully reviews all information input by the employee for accuracy, including that they selected the appropriate competencies from their Career Progression Framework.

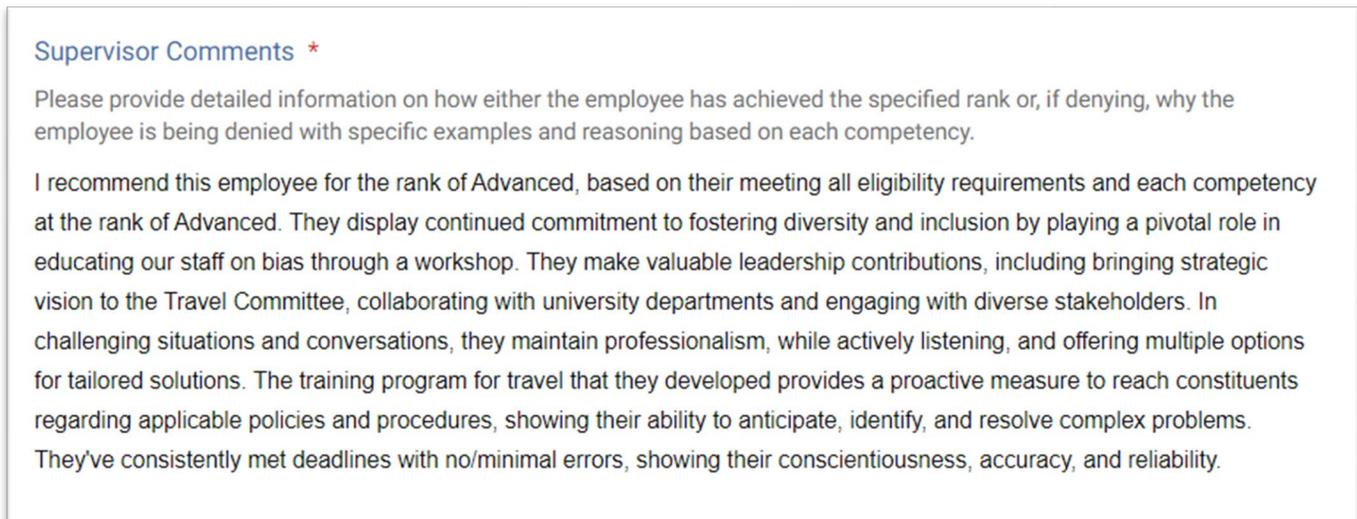
Supervisor Signature

1. Supervisor reads the **Supervisor Acknowledgement** and selects their Supervisor Recommendation from the drop-down list.



The image shows a dropdown menu titled "Supervisor Recommendation *". The menu is open, showing two options: "Approve" and "Deny". The "Approve" option is currently selected and highlighted in blue.

2. Supervisor clicks **Sign this form**. Type, draw, or upload a signature and **Save**.
3. In Supervisor Comments, supervisor provides detailed information on how either the employee has achieved the specified rank, or if denying, why the employing is being denied with specific examples and reasoning based on each competency.



The image shows the "Supervisor Comments *" section of the form. It contains a text area with the following content:

Please provide detailed information on how either the employee has achieved the specified rank or, if denying, why the employee is being denied with specific examples and reasoning based on each competency.

I recommend this employee for the rank of Advanced, based on their meeting all eligibility requirements and each competency at the rank of Advanced. They display continued commitment to fostering diversity and inclusion by playing a pivotal role in educating our staff on bias through a workshop. They make valuable leadership contributions, including bringing strategic vision to the Travel Committee, collaborating with university departments and engaging with diverse stakeholders. In challenging situations and conversations, they maintain professionalism, while actively listening, and offering multiple options for tailored solutions. The training program for travel that they developed provides a proactive measure to reach constituents regarding applicable policies and procedures, showing their ability to anticipate, identify, and resolve complex problems. They've consistently met deadlines with no/minimal errors, showing their conscientiousness, accuracy, and reliability.

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



The image shows two buttons at the bottom of the form: "Save" and "Mark Complete". The "Mark Complete" button is highlighted with a yellow border.

Department Head Section

After the employee and supervisor have completed their sections of the Career Progression Application, it will be routed to the Department Head. Department Heads will receive an automated email from Quali Build Notifications (no-reply@workflow.uconn.edu) notifying them that the employee has submitted for Career Progression and will provide a link to complete their portion of the form.

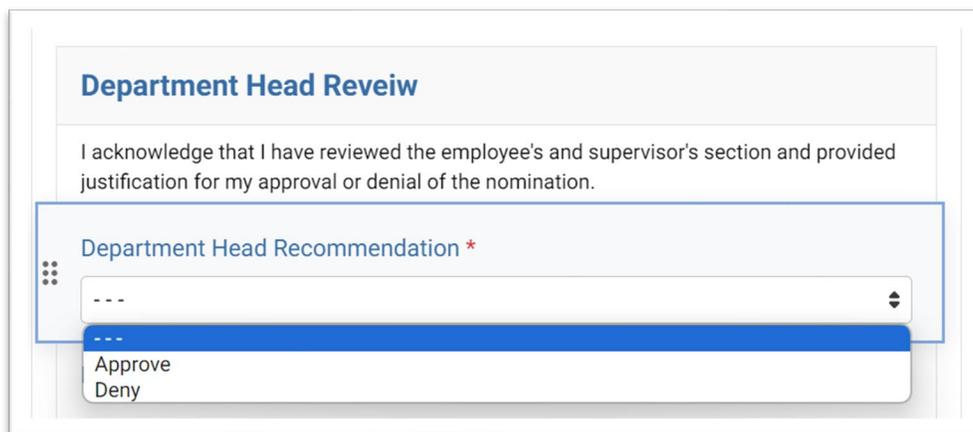
The Department Head will review and confirm the information provided by the employee and supervisor, provide additional justification if needed, and approve or deny the application.

Competencies

1. Department Head carefully reviews and confirms the information input by the employee for accuracy.

Department Head Signature

1. Department Head reads the **Department Head Acknowledgement** and selects the appropriate Department Head Recommendation from the drop-down list.



The screenshot shows a web form titled "Department Head Review". Below the title is a text box containing the acknowledgment: "I acknowledge that I have reviewed the employee's and supervisor's section and provided justification for my approval or denial of the nomination." Below this is a dropdown menu labeled "Department Head Recommendation *". The dropdown menu is open, showing two options: "Approve" and "Deny". The "Approve" option is highlighted with a blue bar.

2. The Department Head clicks **Sign this form**. Type, draw, or upload a signature and **Save**.
3. In Department Head Comments, Department Head provides justification for approval or denial of the application .
4. On the top right of the form, clicks **Mark Complete**.



The screenshot shows two buttons side-by-side. The first button is labeled "Save" and is a simple white button with a blue border. The second button is labeled "Mark Complete" and is a blue button with white text, highlighted with a yellow rectangular border.

Manager Outside of Any Bargaining Unit Section

After the employee, supervisor, and department head (if different than Manager Outside of Any Bargaining Unit) have completed their sections of the Career Progression Application, 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 Quali Build Notifications (no-reply@workflow.uconn.edu) notifying them that the employee has submitted for Career Progression and will provide a link to complete their portion of the form.

The Manager Outside of Any Bargaining Unit will review and confirm the information provided and provide justification for the final approval or denial of the application, as well as funding as applicable.

Competencies

1. Manager Outside of Any Bargaining Unit carefully reviews all information input by the employee for accuracy.

Manager Outside of Any Bargaining Unit Signature

1. Manager Outside of Any Bargaining Unit reads the **Manager Outside of Any Bargaining Unit Acknowledgement** and selects the appropriate Manager Decision from the drop-down list.

MANAGER OUTSIDE OF ANY BARGAINING UNIT REVIEW

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

Manager Decision *

Deny

Approve - Funding Available

Approve - Funding Unavailable

2. Manager Outside of Any Bargaining Unit clicks **Sign this form**. Type, draw, or upload a signature and **Save**.
3. In Manager Comments, Manager Outside of Any Bargaining Unit provides justification for the final approval or denial of the application, as well as funding as applicable.
4. On the top right of the form, click **Mark Complete**.

Save

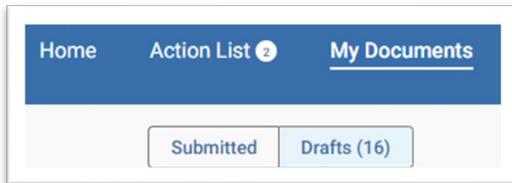
Mark Complete

Check the Status of an Application

Draft Form

Employees may start a Career Progression Application 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**.



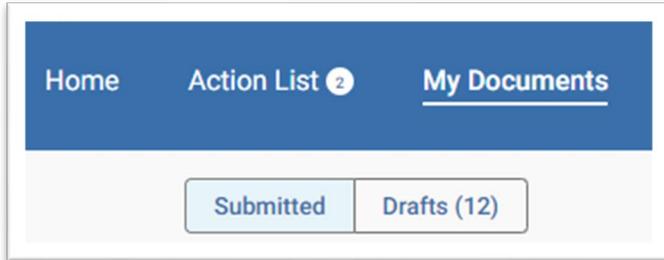
3. Click the form name to view and complete the draft.

Document Type	title	Created	Time Elapsed	Actions
UCPEA Career Progression Application	Carpenter, Heather	Aug 22, 2024, 9:51 AM	6 days	

Submitted Form

Upon submission of the Career Progression Application, you will receive an email notification from Quali Build Notifications (no-reply@workflow.uconn.edu). Quali Build is used for many projects at the University and many users have set up inbox rules to move Quali Build notifications to a separate folder. Please check your inbox rules to adjust as needed for emails including *Career Progression* in the subject line.

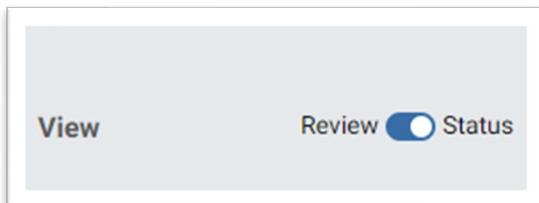
1. Click the link provided in the notification email or log in at: <https://uconn.kualibuild.com/app/builder/#/my/submissions>
2. Under “My Documents,” click **Submitted**.



3. Review the status of the form on the Submitted list.

Document Type	title	Date Submitted ↓	Time Elapsed	Status	Actions
UCPEA Career Progression Application	Carpenter, Heather	Aug 22, 2024, 11:01 AM	6 days	IN PROGRESS	⋮

4. Click on the form name to view the submitted form.
5. To view the form’s status, click on the three vertical dots on the top right of the page, then select **Workflow Status**.



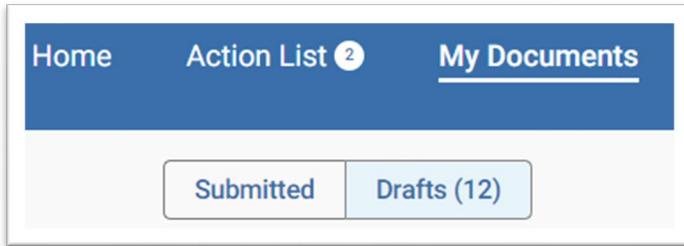
Please note: You will not receive an email from Quali when the application is complete. Human Resources will be communicating directly with employees on the outcome of the application, including applicable salary changes or denial reasons.

Delete, Withdraw, or Send Back Application

Delete a Draft Application

Employees may need to delete a draft Career Progression Application (e.g., inadvertently created several drafts). Follow the below instructions to delete unnecessary drafts.

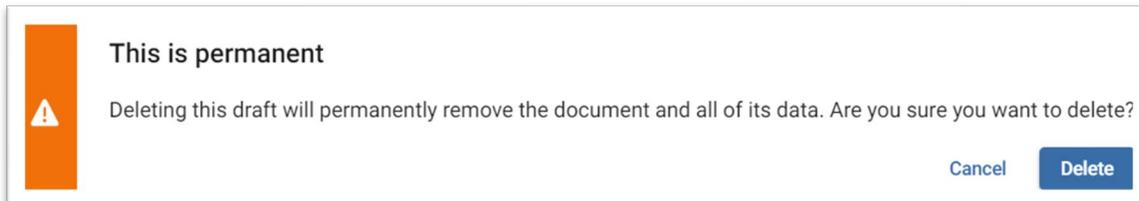
1. Log in at: <https://uconn.kualibuild.com/app/builder/#/my/submissions>
2. Under “My Documents,” click Drafts.



3. Find the draft form that may be deleted and select the trash can icon under “Actions.”

Document Type	title	Created	Time Elapsed	Actions
UCPEA Career Progression Application	Carpenter, Heather	Aug 22, 2024, 9:51 AM	6 days	

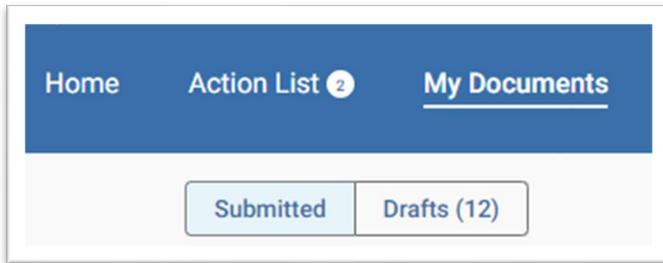
4. A pop-up message will appear, notifying that the deletion will be permanent. Click Delete.



Withdraw a Submitted Application

Employees who wish to withdraw a Career Progression Application 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.”

Document Type	title	Date Submitted ↓	Time Elapsed	Status	Actions
UCPEA Career Progression Application	Carpenter, Heather	Aug 22, 2024, 11:01 AM	6 days	IN PROGRESS	 Withdraw Duplicate

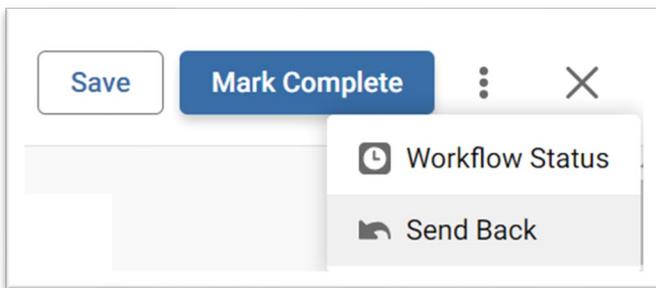
Send Back a Submitted Application

Supervisors, Department Heads, and Managers Outside of Any Bargaining Unit that need to send back the Career Progression Application to an employee to update (e.g., for incomplete information) may follow the instructions below.

1. Users may also log into the [Kuali Build homepage](#) and select **Action List**; click the application from the Action List.

Document Type	Document #	Submitted By	Workflow Step	Created On ↓	Action Requested
UCPEA Career Progression Application	0002	Carpenter, Heather	Manager Review	Aug 22, 2024	Task

2. Select the three vertical dots on the top right of the page, then click **Send Back**.



3. A pop-up box will appear; select the level to which the form should be sent back to (e.g., form submission with employee; supervisor review; department head review) and type a comment for why the form is being sent back, then select **Send Back**.

SEND BACK

Send Back To

Form Submission

Supervisor Review

Add Comments *

Employee needs to update competency justifications. |

Approve Career Progression Applications

Approvers (e.g., Supervisors; Department Heads; Managers Outside of Any Bargaining Unit) will receive an email notification from Kualu Build Notifications (no-reply@workflow.uconn.edu). Kualu Build is used for many projects at the University and many users have set up inbox rules to move Kualu Build notifications to a separate folder. Please check your inbox rules to adjust as needed for emails including *Career Progression* 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 [Kualu Build homepage](#) and select **Action List**; click the form from the Action List.

Document Type	Document #	Submitted By	Workflow Step	Created On ↓	Action Requested
UCPEA Career Progression Application	0002	Carpenter, Heather	Manager Review	Aug 22, 2024	Task

2. Review and complete the form as noted in the [Supervisor](#), [Department Head](#), or [Manager Outside of Any Bargaining Unit](#) sections above.
3. Click **Sign this form** at the bottom of the page. Type, draw, or upload signature and **Save**.
4. On the top right of the page, select **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.

Questions?

For specific questions related to data entering in your form, please contact your [HR Specialist](#).

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