

CAREER LADDER FORM

Form 1

Employee Name:
Department Name:
Current MAP/Band/Title:
Length of Time in Current Position:
Does Employee meet all Requirements Of Current Job? (Yes/No)

Index Code for pay increase:
Current Hourly Base Rate:
Position number:
Expected Date of Completion:
Estimated Rate of Pay after Completion:
Union Affiliation:

		Action Items How will employee meet additional requirements? List actual steps that will be taken to progress to the next level.	Proposed completion date. Movement from one level to another is at least 6 months.
<p>Performance: ➤ .</p> <p>Distinguishing Characteristics and Job Responsibilities: a. .</p> <p>Knowledge, skills, abilities as stated in the job description for this position that have been attained ➤</p> <p>Other Department Specific Tasks-Optional</p>	<p>Performance: ➤</p> <p>Distinguishing Characteristics and Job Responsibilities: May perform some or all of the duties in Employment Service Tech and: a.</p> <p>Knowledge, skills, abilities as stated in the job description for this position that have been attained ➤</p> <p>Other Department Specific Tasks-Optional</p>	<p>Employee must maintain satisfactory performance throughout this career ladder progression. (Ex. 1.) Attend Banner training 2.) Attend CIS Excel/Word training)</p> <p>1.)</p> <p>2.)</p>	<p>1.)</p> <p>2.)</p>

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Employee Signature/Date

Supervisor Signature/Date

Director Signature/Date

VP/Exec Officer Signature/Date

Title

Title

Title

Title

Executive Officer Signature/Date

HR Approval/Date

Title

7/9/02