



## 8.2 Career Progression Review Request Form

### EMPLOYEE

Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Current Position Level (LaDR rung): \_\_\_\_\_ (e.g. UUT1-1) Position No: \_\_\_\_\_

Requested Position Level (LaDR rung): \_\_\_\_\_ (e.g. UUT1-2)

I certify that I have attended and passed all the necessary training and evaluation requirements identified in the position LaDR and I am qualified to request progression to the next position level (LaDR rung). Included with this request form is a printout of my training record from PeopleSoft and my LaDR binder with supervisor evaluations.

\_\_\_\_\_  
Signature Date

### SUPERVISOR

Name: \_\_\_\_\_ Position No: \_\_\_\_\_ Employee ID: \_\_\_\_\_

I certify that as direct supervisor of the above employee, and I concur with their determination of being qualified to request progression to the next position level (LaDR rung).

\_\_\_\_\_  
Signature Date

(Supervisor forwards form and Progression information to appropriate Admin staff for training summary report.)

### PANEL

- PeopleSoft Training Record has been provided and matches the dates in the employees LaDR binder;
- Employee was interviewed on \_\_\_\_\_ and has met the Panel's approval for progression. (Re-class only)

We certify that the above employee has met the progression requirements to the next position level (LaDR rung).

_____ Signature	_____ Signature
_____ Signature	_____ Signature
_____ Signature	_____ Signature
_____ Signature	_____ Signature
_____ Signature	_____ DATE

### MANAGER (Re-classifications only)

- Employee was interviewed on \_\_\_\_\_ and has met the Panel's approval for progression.

\_\_\_\_\_  
Signature Date

### ADMINISTRATIVE STAFF

- PAF and PIQ has been sent to HR
- Position Status Change has been sent to HR (re-classifications only)

\_\_\_\_\_  
Signature Date

### 8.3 Interview Feedback Form (Completed by Panel)

<b>EMPLOYEE</b>		
Name: _____ Employee ID: _____ Date: _____		
Position Level: _____ (Indicate the LaDR rung being interviewed for: e.g. UUT2)		
<b>PANEL MEMBERS CONDUCTING INTERVIEW</b> <i>(list below, last names)</i>		
<b>INTERVIEW</b> The Panel conducts an interview of the employee to determine the level of knowledge, skills and abilities acquired.		
<b>PANEL DISCUSSION</b> The employee is briefly excused from the interview in order for the panel to discuss the merits of the request. The Panel should discuss whether the employee has satisfactorily met the requirements of the LaDR and qualifies for progression. A Panel member should summarize the discussion in the box below to share with the employee.		
<b>PANEL FEEDBACK</b> The employee returns to the interview and is provided with the panel's findings: <i>(Strengths, Areas for Improvement, and Final Recommendation)</i>		
<b>Strengths</b>          		
<b>Areas for Improvement</b>          		
<b>FINAL RECOMMENDATION by PANEL</b>  <input type="checkbox"/> DENIED (Request for progression was has been denied by the panel) <input type="checkbox"/> APPROVED (Request for progression was has been approved by the panel) Employees should be reminded that "approved" means their request will be forwarded to senior management for final review and approval.		

**Form is given to the employee for their retention.**