



Part 1: Employee Information

Request Date:	
Employee Name:	Employee ID:
College/Unit Name:	Department Name:
Job Code:	Position #:
Job Title:	Working Title:
Level:	Salary:

Summary of Job Responsibilities:

Knowledge, Skills, and Abilities:

Certifications/Education/Trainings:



UGA Career Progression Request

Goals established to reach next level:

Achievement Statement:

Employee Name: _____

Signature: _____



Part 2: Supervisor Evaluation (Completed by Supervisor)

Supervisor Name:

Supervisor Title:

Supportive statement identifying the knowledge, skills and abilities the individual possesses to move to the next level.

Eligibility Checklist:

- Has departmental funding been secured?
Yes No
- Has the employee successfully completed their probationary period or one rolling calendar year since the last advancement?
Yes No
- Has the employee received a “Consistently Delivers” or higher on the last performance evaluation?
Yes No
- Has the employee been free from progressive discipline within the last six to twelve months?
Yes No
- Does the employee meet the minimum qualifications for the request level?
Yes No

