

From:	To:
Title & Level:	Title & Level:
Position Number:	Position Number:
Division/Area:	Division/Area:
Index Code:	Index Code:
Pay Rate: \$	Final Pay Rate: \$
Union:	Union:

Employee Name:	ID Number:
Length of time in current position:	Does employee meet all requirements of current job?

Progression from the first to the final level should not exceed two years. Progression from one level to the next must be performance/skill related. Time in position is never considered for Career Ladder progression.

Career Ladder Progression One

Pay Rate at Completion of Progression One: \$

Newly Required Skills/Competency	SMART Plan to Achieve <small>Specific, Measureable, Agreed-upon, Realistic, Time-bound</small>	Completion Deadline(s)

Career Ladder Progression Two

Pay Rate at Completion of Progression Two: \$

Newly Required Skills/Competency	SMART Plan to Achieve <small>Specific, Measureable, Agreed-upon, Realistic, Time-bound</small>	Completion Deadline(s)

Career Ladder Progression Three

Pay Rate at Completion of Progression Three: \$

Newly Required Skills/Competency	SMART Plan to Achieve <small>Specific, Measureable, Agreed-upon, Realistic, Time-bound</small>	Completion Deadline(s)

By our signatures below, all parties agree that the attached Individual Career Ladder Plan both meets the needs of The Helena College University of Montana and is reasonable in its expectation(s) of the employee.

Failure to successfully meet the job expectations outlined in this plan within two years may result in demotion to the employee's original position title and pay, with appropriate performance documentation.

Employee's Signature:	Date:
Supervisor's Printed Name:	
Supervisor's Signature:	Date:
Assistant/Associate Printed Dean's Name:	
Assistant/Associate Dean's Signature:	Date:
Director of Human Resource's Signature:	Date:
Dean/CEO's Signature:	Date: