

# Documentation of Career Development – **Career Advancement**

## Complete Directions for Form available at: <http://hr.uiowa.edu/career-development/form-instructions>

## Section 1 – Demographics (Employee and/or Supervisor)

Employee Name:       Current Classification/Job Code:

Department:       Supervisor:

Initiated by:       Date Initiated:

## Section 2 - Scope/Responsibilities (Employee and/or Supervisor)

Please list the six most important activities that are performed. If the duty is entirely new since the last time the employee/position was classified, please indicate so. If an existing duty has changed, please describe the change. The new or expanded duties should be performed for an appropriate period of time that is sufficient enough to evaluate the employee’s performance and continuing success in the role. The period of time necessary for evaluation is at the discretion of the college/division. Examples of completed Documentation of Career Development Forms are found at <http://hr.uiowa.edu/career-development/form-instructions>.

| Position Specific Duties | Is this a new duty? | Description of Change (i.e. new duties/skills, additional key areas of responsibility, expanded scope and/or advanced competency) |
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## Section 3 – Supervisor Section

### Assessment/Comments

Document if and how the employee has assumed each of the new, changed or expanded duties and the importance of these duties to unit operations.

### Overall performance rating at last formal performance review

Date of Last Review:

Did the employee receive a performance rating of “Successfully Meets Expectations” or higher on their most recent performance evaluation? [ ]  Yes [ ]  No

### Section 4 – Employee and Supervisor Electronic Signature

### I agree that this represents a true and accurate documentation of the work being performed.

[ ]  Supervisor [ ]  Employee

Date:

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