



Career Ladder Advancement Verification Form

POSITION TITLE	
RECOMMEND FOR STEP	
EMPLOYEE NAME	

Directions:

Supervisor--fill in the Education/Experience, and Work Elements criteria, using the documented portfolio submitted by the employee as a guide. Then submit to Human Resources for verification and signature of the HR Director.

Employee- review the document created by the supervisor and initial each item verifying accuracy.

Human Resources- verify requirements against the position's specific career ladder elements, provide approval signature, then route to the Department Director for review.

Department Director- review and verify accuracy of requirements, budget authority and provide signature for approval.

Education/Experience:

Required	Attained	Date Met	Supervisor Initials	Employee Initials	Remarks

Work Elements:

Description	Date Met	Supervisor Initials	Employee Initials	Remarks

Add additional page if necessary.



City of Missoula Career Ladder Request Approval

Signatures

My signature below indicates the review and approval of this career ladder.

Signature **Supervisor**

Printed Name **Date**

Signature **HR Director**

Printed Name **Date**

Do not submit to Department Director until both the Supervisor and Human Resources have signed.

Signature **Department Director**

Printed Name **Date**

Submit the final, fully signed document to Human Resources along with the following documents:

Position Specific Career Ladder

Status Change form with appropriate and approved wage