

Career Enhancement Progression Outline

Introduction

The University of West Florida's commitment to employee development includes a performance evaluation, career enhancement, and objectives/accomplishments. This plan involves a collaborative effort between employee and immediate supervisor and/or administrator to create opportunities for skill development, performance enhancement, and job enrichment.

Plan

The Career Enhancement Progression Plan (CEPP) is designed to be flexible in order to meet both the department's needs and the employee's career goals.

Benefits to the Employee

- Increases job knowledge
- Enhances personal and professional goals
- Improves skills and increases competency levels
- Enhances job satisfaction
- Increases morale
- Improves customer service
- Increases opportunities for recognition of dedication and commitment
- Increases opportunity for progression within pay bands

Benefits to the Department and University

- Skilled employees
- Employee retention
- Work unit efficiency and productivity
- Professional achievement is cultivated and recognized
- Employee commitment and job ownership
- Organizational versatility
- Job satisfaction
- Making way for excellence

Steps to Developing a CEPP

1. Review the Job Questionnaire to identify the skill set required for the position.
2. Supervisor and employee collaborate to establish specific, attainable, realistic, meaningful and measurable short-term and long-term goals and objectives to improve professional effectiveness.
3. Identify learning and development opportunities.
4. Implement the CEPP.

The employee's professional development can be achieved through a variety of activities. A partial list of suggested development activities follows:

- On-the-job training and/or apprenticeships
- Mentoring/job shadowing
- Team building
- Committee participation/leadership
- Volunteerism/community service
- Excellent customer service
- University staff development and training opportunities
 - Diversity Training
 - Conflict Resolution Training
 - Banner/ARGUS Training
 - Certificate in Administrative Services
 - Certificate in Supervision
 - Certificate in Management
 - Sexual Harassment
 - Customer Service
 - Computer/Technology Training
- Certifications
 - Professional in Human Resources (PHR)
 - Master Electrician
 - Automotive Service Excellence (ASE)
 - Certification programs developed to meet departmental needs (Developed by UWF Department).
- External Training Opportunities/Professional Associations
 - College Business Management Institute (CBMI)
 - Society for Human Resource Management (SHRM)
 - National Association of College and University Business Officers (NACUBO)
- Cost Savings and Efficiency Initiatives
- Relevant Educational Attainment
- Assignments that Stretch
- Leading by Demonstration (Supervisor Development)

CEPP Implementation

Ensure plan meets the needs of the department, the supervisor, and the employee.

- Communication is the key to the success of the plan.
- Document the plan.
- Periodically review the plan and revise as appropriate.