



# Career Ladder Promotions - Checklist for Managers

A Mandatory Reference for ADS Chapter 418

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#	Agency Policy	Policy Interpretation (Expected Outcome)	Agency Reference	Responsible Person(s)
1.	AMS notifies the supervisor in writing of the effective date of the employee's entrance on duty in the position and his/her responsibilities at the time of the assignment.	The supervisor should be cognizant of the AMS officer not providing this information on a timely basis, and should ask the AMS if this information is not provided.	ADS 418.3.4.4.2(a) Career Ladder Promotion	AMS and Supervisor
2.	Develops and provides the employee a clear description of benchmark performance criteria at each level of the career ladder.	Supervisor meets with the employee in person to explain in detail performance needed to achieve the next higher level in the career ladder. During the meeting, the supervisor provides the employee a hard copy of all the benchmark criteria to ensure the employee fully understands the requirements and expectations of the supervisor. This can be done at any time during the performance year, but a convenient time is when setting standards and elements, mid-year review.	ADS 418.3.4.4.2(b) Career Ladder Promotion	Supervisor
3.	Ensures that an individual learning and training plan (ILTP) is developed specific to the employee's needs	Supervisor meet with employee to identify training, work projects, and on the job training necessary to achieve the next higher level of the career ladder. Supervisor approval of trainings subject to funding, availability, and the needs of the office.	ADS 418.3.4.4.2(b) Career Ladder Promotion	Supervisor
4.	Assigns the employee some developmental work and/or projects of sufficient complexity and responsibility to allow the employee to demonstrate capability to perform satisfactorily at the next higher level.	One or two significant projects is generally adequate, depending on its complexity. The supervisor is responsible for assigning work. The employee is responsible for completing the projects timely and successfully.	ADS 418.3.4.4.2(b) Career Ladder Promotion	Supervisor and Employee
5.	Provides feedback on the employee's performance	Feedback should be ongoing and is a critical component in	ADS 418.3.4.4.2(b)	Supervisor

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	during and at the completion of any developmental assignment.	the performance management process. This feedback can be done in a follow up email following a discussion on performance or the ILTP at any time during the rating cycle.	Career Ladder Promotion	
6.	Provides timely evaluation of the employee's overall performance at the end of the rating cycle.	The supervisor's evaluation should be specific, highlighting both the employee's accomplishments <i>and</i> areas of improvement.	ADS 418.3.4.4.2(b) Career Ladder Promotions ADS 462.3.6 Final AEF	Supervisor
7.	Employee must progress steadily within the terms of his or her ILTP or program.	Employee is responsible for completion of training in the ILTP. This includes requesting training, ensuring training prerequisites have been fulfilled, and making sure that work assignments will not be negatively impacted by scheduled training.	418.3.4.4.2(c) Career Ladder Promotion	Employee
8.	Supervisor must certify, in writing, to HCTM/HCSC that the employee demonstrates the ability to perform at the next higher level, that the work continues to exist, and that the supervisor recommends the employee for promotion to the next higher grade.	The paperwork for the promotion should be timely submitted. If the promotion is delayed because the employee has not met the benchmarks, the ILTP requirement, or standards and elements of her/his AEF, the supervisor has a responsibility to inform the employee <i>in writing</i> (this can be via email) what must be done to get to the next grade level.	ADS 418.3.4.4.2(c) Career Ladder Promotion	Supervisor
9.	Have a current rating of record of "Fully Successful" (level 3) or higher. An employee may not receive a career-ladder promotion if his or her rating is below "Fully Successful" on a critical work objective that is also critical to performance at the next higher grade of the	The employee must work diligently to ensure their work is at the "Fully Successful" level. This includes asking for feedback on work products, notifying the supervisor if they do not understand an assignment or what the supervisor wants as an end	5 CFR 335.104. Eligibility for career ladder promotion, ADS 418.3.4.4.2(c) Career Ladder Promotion	Employee & Supervisor

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	career ladder	product, and completing work in a timely manner. If the employee's performance falls below "Fully Successful", then the supervisor has a responsibility to provide performance counseling consistent with ADS 462.	And ADS 462, Employee Evaluation Program, Civil Service	
10.	Meet the one-year time-in-grade and qualification requirements for the higher grade of the position.	The employee must perform in the position for a full year. An employee is not eligible for promotion without meeting this requirement and is responsible for keeping track of his or her anniversary date.	ADS 418.3.4.4.2 (c), Career Ladder Promotion	Employee
11.	If an employee's supervisor, or designee has not initiated a request for the employee's promotion by the anniversary date of the employee's last promotion, the employee may request, in writing, that the supervisor explain the reason for the delay.	The employee can send the written inquiry by email. The inquiry must ask specifically about the delay or when the documents will be submitted. Employees are encouraged to include their anniversary date and the completed benchmarks.	ADS 418.3.4.4.2(d), Career Ladder Promotion	Employee
12.	The supervisor provides the employee a written response within 10 work days of receiving the employee's request.	The supervisor must respond <i>in writing</i> to the employee, specifically stating the reason for the delay and how to remedy it. If the delay is because the employee has not met the requirements for promotion, the supervisor must inform the employee what is needed to meet the requirements. If the delay is due to the supervisor, the supervisor must submit the paperwork as soon as possible.	ADS 418.3.4.4.2(d), Career Ladder Promotion	Supervisor
13.	If the employee is dissatisfied with the response from the supervisor, the employee may contact HCTM/ELR for further guidance.	Bargaining unit members may seek the assistance of their union to represent her/his interests to HCTM/ELR.	ADS 418.3.4.4.2(d), Career Ladder Promotion	Employee and HCTM/ELR

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15.	Promotion is effected at the beginning of the first pay period after proper approval by HCTM/HCSC.	HCTM/HCSC is responsible for processing the promotion and informing the manager if additional information is needed.	ADS 418.3.3.4 (e), Career Ladder Promotion	HCTM/HCSC

Promotions in career ladder positions are not automatic, but subject to the successful fulfillment of specific benchmarks, the attainment of the requisite knowledge, skills, and abilities of the position, and the provisions in ADS 418. Management and employees are responsible for working together to make sure the employee is on track to meet the promotion requirements. Though selected for a position with known promotion potential, an employee may never develop the knowledge, skills, and ability to perform the higher graded work. When despite management efforts, the employee still has not met the benchmarks, the employee will not be promoted to the next grade. It is possible that while an employee performs acceptable work at the current grade level, they may not have the ability to be promoted to the next grade level.

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