

## **CLASSIFICATION AND PROMOTION CRITERIA: NON-CLASSIFIED SUPPORT PERSONNEL DIVISION OF AGRICULTURE**

This policy describes the nature of appointments and opportunities for non-classified research and extension support personnel within the Division of Agriculture. Administrative support personnel are not included in this policy. The purpose of this policy is to: 1) describe the criteria for classification of new employees; 2) provide a framework for meaningful evaluation of performance; 3) recognize and reward excellence in performance of assigned duties; and 4) encourage continued achievement and service.

Categories for non-classified support personnel are Project Support, Program Technician and Program Associate. Several ranks exist within each category.

### **PROJECT/PROGRAM SUPPORT**

#### **Project/Program Support Specialist I**

Persons appointed to this rank will hold a Bachelor's or Master's degree in an appropriate field or equivalent education and experience necessary to meet the qualifications of the position. Appointees will generally be recent university graduates or have limited professional experience.

#### **Project/Program Support Specialist II**

Persons initially appointed to this rank will have a Bachelor's or Master's degree in an appropriate field or equivalent education and experience necessary to meet the qualifications of the position. They will have already established themselves in an appropriate field. Their technical competence and experience base will be broadly analogous to that of persons who have attained the same rank through promotion.

#### **Project/Program Support Specialist III**

Persons initially appointed to this rank will have a Bachelor's or Master's degree in an appropriate field or equivalent education and experience necessary to meet the qualifications of the position. They will be mature in their profession and will have exhibited a high level of achievement in a University setting. Their technical competence, programming and communication skills will compare favorably with those of persons who have attained the same rank through promotion.

### **Distinguished Support Specialist**

Persons will not be initially appointed to this rank. It is reserved for project/program support professionals who have distinguished themselves among their peers and have demonstrated an exemplary record during their career. It is recommended that no more than 15 percent of Project/Program Support Professionals have the Distinguished designation.

## **PROGRAM TECHNICIAN**

The primary duties of a Program Technician are to assist in conducting research or extension activities in accordance with the job description. Program Technicians will be expected to follow guidelines developed by Project Leaders and/or other supervisors. Education and/or experience should be in an appropriate field.

### **Program Technician I**

Persons initially appointed must have a Bachelor's degree.

### **Program Technician II**

Persons initially appointed or promoted to Program Technician II must have a Bachelor's degree and should have 5 years of related work experience and must have demonstrated the proficiency to manage day-to-day activities for which he\she is responsible.

### **Program Technician III**

Persons initially appointed or promoted to Program Technician III must have documented accomplishments and exhibit a high level of achievement in the area of appointment. A Bachelor's degree is required with 10 years of related experience suggested.

The responsibilities and expectations for the Program Technician and Program Associate tracks are to be viewed as distinct and separate.

## **PROGRAM ASSOCIATE**

Program Associates operate in a more independent, decision-making role in the planning and execution of programs than Program Technicians. Work objectives are coordinated with Project Leaders and/or other supervisors, but implementation and management of projects are primarily the responsibilities of the Program Associate. Education and/or experience should be in an appropriate field. Program Associates are expected to contribute effectively to conceptual framework, program design, result dissemination and/or educational activities and the pursuit of extramural financial support.

### **Program Associate I**

Persons initially appointed to this rank must have demonstrated competence to independently manage programs. Education requirements and minimum work experience are a Bachelor's degree with five years of related experience, or a Master's degree.

### **Program Associate II**

Persons initially appointed or promoted to this rank must be mature professionally with a sustained record of independent program management. Education and work experience requirements are a Bachelor's degree with 10 years of related experience, or a Master's degree with a minimum of five years of related experience.

### **Program Associate III**

Persons initially appointed or promoted to this rank must have a long-term record of professional excellence and sustained independent program management. Education and work experience requirements are a Bachelor's with 15 years of related experience or a Master's with 10 years of related experience.

### **POST DOCTORAL ASSOCIATES**

Post Doctoral Associates must hold a Doctoral degree. Normally these positions will be for a defined period with responsibilities assigned to a specific project. There is no promotion system for post doctoral associates.

### **INITIAL APPOINTMENT**

Position announcements for non-classified support positions should specify that a Program Support, Program Technician or Program Associate is desired based on the expected duties and educational experience required. When a candidate of choice is selected and hired, an appropriate rank within the category of Program Support, Program Technician or Program Associate should be designated based on the educational level and related experience of the candidate. The rank along with negotiated salary that falls within the range for the title and rank should be included in the letter of offer.

### **Development of a Job Description and Position Announcement**

A job description will be developed prior to advertisement of a position. This description will include the major areas of responsibility and qualifications for the position. A position announcement will be developed based on this job description. Based on the qualifications desired, the position announcement should designate the position title as a Program Support, Program Technician or Program Associate.

### **Development of a Job-Specific Personnel Performance Evaluation Document**

At the beginning of each year, or within 30 days after initial appointment, the supervisor, in consultation with the employee, working from the job description, will develop a list of major responsibility areas (two to six) on which the employee's performance will be evaluated. Major responsibilities should be broadly enough defined to accommodate variations and flexibility in specific schedules and activities, yet specific enough to the job assignments to allow objective review by supervisors and peers. The supervisor may provide more detailed specifications for completion of specific tasks within each responsibility area. Those should be referred to in a statement of responsibility areas but should not be included in the submitted evaluation documents. An estimation of annual percentage time allocation for each activity will be indicated next to each responsibility area. The document listing responsibility area descriptions for evaluation will be signed by the employee, the immediate supervisor and appropriate reviewing official, and a copy will be placed in the employee's personnel file. Changes of assigned responsibilities will be made in writing by the supervisor to the employee within four weeks of change. The list of major responsibility area assignments will be included in the completed standard performance evaluation form at the end of the year and serve as a basis for evaluation.

## **EVALUATION**

Annual performance evaluations are an integral component of professional development. The following evaluation procedure is intended as a tool to assess performance and is structured to ensure that the incumbent fulfill his/her potential and perform at a level commensurate with his/her rank. Annually each support person will be evaluated by his/her immediate supervisor using the non-classified support personnel annual performance rating form.

### **EVALUATION PROCEDURES**

No later than 30 days after the initial appointment, each non-classified support person shall be advised in writing by his/her supervisor of the criteria, procedures and instruments that are to be used in assessing his/her work.

#### **Evaluation Process**

Annually, each employee will complete all applicable portions of the nonclassified support personnel annual performance review form summarizing activities during the past year. The completed form will be submitted to the immediate supervisor(s) for review and performance ratings. The employee will document: 1) activities and progress in major responsibility areas, in other projects to which contributions were made and other supporting roles; 2) supplemental information on meetings attended, presentations, papers, creative endeavors, team efforts, grants received, awards and certifications, skills acquired, training received/rendered and services rendered; and 3) a summary of major contributions and future goals. The evaluation process for non-classified support persons will be as follows:

- 1) Each employee will be evaluated on an annual basis;
- 2) Major responsibility areas of each employee will be defined by the supervisor in conjunction with the employee at the beginning of the evaluation period and placed on file;
- 3) Each employee will complete applicable portions of a non-classified support personnel annual performance review form summarizing the previous year's activities for submission to his/her immediate supervisor(s);
- 4) The supervisor will complete a standard annual performance rating form and discuss results with the employee;
- 5) An employee may attach comments regarding the evaluation;
- 6) Evaluation documents will be reviewed by the next higher official to the rating supervisor (reviewing official) or designated official and placed in the employee's permanent file; and
- 7) The most recently signed evaluation documents will be included in materials presented to committee(s) for promotion consideration.

#### **Performance Review and Rating**

The immediate supervisor(s) will review the non-classified support personnel annual performance review form and complete a performance rating form. If an employee is assigned to more than one supervisor, it is required that rating forms be completed by each supervisor and averaged numerical ratings (weighted average based on percent allocation to each supervisor) will be summarized on a separate form. Supervisor ratings will be made on the following basis:

1. Performance of the employee in his/her job assignment, as documented at the beginning of the evaluation period.
2. Ratings should be made against a reasonable standard of acceptable performance. Raters should not be influenced by personal compatibility issues, previous records, unrealized employee potential,

recent events or isolated cases. Neither extremely high supervisor expectations nor negative feedback from the employee should be a part of the evaluation process.

3. Raters should indicate any areas of superior performance relative to the general responsibilities and specific duties of the position. In addition, raters should indicate areas that need improvement.

After the supervisor has completed the rating form, he/she will review the performance rating form with the employee and allow the employee to attach comments regarding the rating. Forms will be signed by the employee and immediate supervisor(s), then reviewed and signed by the appropriate reviewing official and placed in the employee's permanent file. The signed performance rating forms will be included in materials submitted for promotion consideration.

## **PROMOTION**

Although there is no minimum time that one must spend in rank it is anticipated that program managers, technicians and associates will spend at least five years in rank between promotions. Promotion is based primarily on performance, accomplishments, and responsibilities supplemented by time in rank. All committee decisions concerning promotion of an individual should be by a 2/3 majority vote. There is no maximum time an individual may remain in a given rank. Only full-time (100 percent-appointed) employees are eligible for promotion.

## **PROMOTION PROCEDURES**

The evaluation for promotion shall be within the context of the position description and the stated expectations for Program Support, Program Technician and Program Associate position tracks. An application will consist of a promotion document submitted to the local Department/Unit committee to which the applicant is assigned, along with the signed evaluations from all years in current rank, a current job description, any previous job descriptions while in current rank, and letter from the immediate supervisor. The unit committee shall notify each applicant (in writing) of the committee recommendation and give rationale for the decision if promotion is not recommended. The unit committee should forward all applications (whether or not recommended for promotion) to the SPPC along with a supporting letter from the Unit Administrator. An applicant may withdraw the application for promotion at any step of the process. The promotion document will follow the format of the annual performance review document but will cover the period since the initial appointment or the last promotion. The unit committee will be made up of at least three people (including at least one non-classified support person) appointed by the Unit Administrator. If the local committee does not recommend the applicant for consideration, the applicant may appeal the decision through the appeals process.

The SPPC will be appointed by the Vice President for Agriculture and will consist of ten (10) regular members representing a full range of division units [one Project Support (extension), one Project Support (research), one Program Technician (extension), one Program Technician (research), one Program Associate (extension), one Program Associate (research), one Research and Extension Center Director, one Department Head, one research Project Leader, one extension Project Leader] and two alternates. The alternates will serve in the absence of regular members or in the event that a committee member is under consideration for promotion. The chairperson (a Unit Head) will be appointed by the Vice President for Agriculture and is a non-voting member. An individual committee member will serve no longer than three years. Terms of the committee membership plan will be staggered to ensure continuity. The committee will forward to the appropriate Associate Vice President Research/Extension the documents of those individuals recommended for promotion, who will forward this recommendation to the Vice President for Agriculture.

## **Appeals Process**

All candidates for promotion will be notified of the decisions in writing from the unit committee and then from the SPPC. If the candidate does not agree with the decision reached by the committees, they may appeal the decision in writing to their immediate supervisor. The immediate supervisor will forward the appeal to the Vice President for Agriculture. An appeals committee will be formed from candidates nominated from each unit. The Vice President for Agriculture will appoint an ad hoc appeals committee consisting of the same structure as SPPC. No member of SPPC will be eligible to serve on the committee. A unit head leader appointed by the Vice President for Agriculture will serve as chair of the committee. No committee member will be selected from the membership of the promotion committee or from the unit in which the appealing candidate resides. The chair of the promotion committee, and the AAES and CES personnel officer will serve as ex officio, non-voting members of the appeals committee. The chair of the promotion committee will provide all documentation related to the promotion committee's deliberations of the appealing candidate. The appeals committee will make a recommendation to the Vice President for Agriculture, who will inform the appealing candidate in writing.

## **NON-CLASSIFIED SUPPORT PERSONNEL PROMOTION PROCESS**

**August 1:** The Vice President for Agriculture solicits nominations for committee members from the Associate Vice President(s). Unit Heads are notified by the Associate Vice President(s) to remind faculty of the process timetable.

**August 25:** Letters are sent to committee members from the Vice President for Agriculture.

**August 30-September 15:** Department Head / State Leader / Center Director (Unit Head) will inform in writing the non-classified support personnel of the promotion review schedule, criteria, procedures, requirements for the current year.

**October 15:** Applicants for promotion will provide a promotion document to the Unit Head to which the applicant is assigned. The application will include a promotion document, evaluations from all years in current rank, current job description, any previous job descriptions while in current rank, a letter from the immediate supervisor (which may be provided directly from the supervisor to the Unit Head) and other material as appropriate.

**October 15-20:** Unit Head forwards the promotion package to the Unit Review Committee.

**October 31-November 15:** Unit Review Committee notifies each applicant in writing of the committee recommendations and gives rationale for the decision if promotion is not recommended.

**November 15-30:** The Unit Review Committee forwards all applications whether or not recommended for promotion to the Division of Agriculture Non-Classified Support Personnel Committee Chair along with a support letter from the Unit Head. An applicant may withdraw the application for promotion at any step of the process.

**December 1-January 15:** The Division of Agriculture Non-Classified Support Personnel Committee meets to review applications and make recommendations. Committee Chair will forward documents, recommendations of the Division of Agriculture Non-Classified Support Personnel Committee, and rationale to the appropriate Associate Vice President for those individuals considered for promotion. If individuals are jointly appointed, copies will be sent to both Associate Vice Presidents.

**February 1-15:** The promotion documents including a letter of recommendation from the respective Associate Vice President will be forwarded to the Vice President for Agriculture. Associate Vice President(s) forward only documents from candidates recommended for approval. Associate Vice

President(s) notify all candidates of their recommendation.

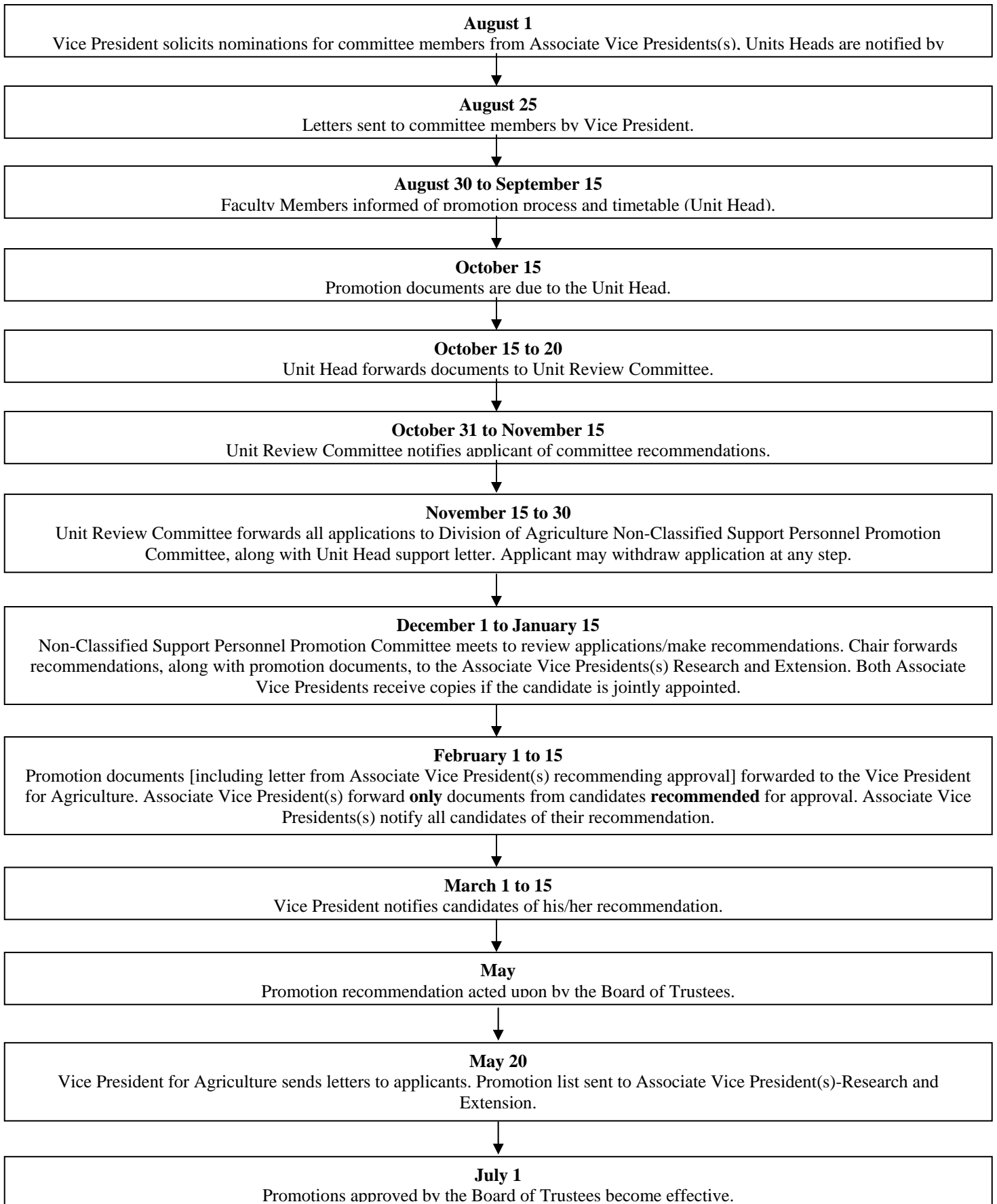
**March 1-15:** Vice President for Agriculture notifies candidates of his/her recommendation.

**May:** Promotion recommendations acted upon by the Board of Trustees.

**May 20:** Vice President for Agriculture sends letters to applicants. Promotion list sent to Associate Vice President(s)-Research and Extension.

**July 1:** Promotions approved by the Board of Trustees become effective.

## Non-Classified Support Personnel Promotion Process



**Nonclassified Support/Program Personnel Annual Performance Review Form**  
(to be completed by employee)

The Annual Performance Review Form, an overview of your activities and achievements during the past year, provides background information for your supervisor(s) to use in evaluating and rating your performance.

Name: \_\_\_\_\_ Year: \_\_\_\_\_

Department or Unit Location: \_\_\_\_\_ Date Employed: \_\_\_\_\_

Present Rank: \_\_\_\_\_ Date Achieved Present Rank: \_\_\_\_\_

**A. Major responsibility areas.** (List major job responsibility areas with percentage time allocated to each. This is the list of responsibilities developed with your supervisor at the beginning of the rating period. *See Attachment A for examples of responsibility areas.*) A current job description for this position may be attached as a substitute for this item.

**B. Documentation of progress and activities in major responsibility areas.** (Summarize activities and progress in each area. Include information concerning employees supervised. Provide evidence of willingness to accept additional responsibility, of cooperation with other personnel, of initiative and resourcefulness in solving problems, of skills employed and of contributions made. Indicate an estimation of percent time actually spent in each area. *Suggestion: Create a subheading for each area/project and briefly summarize activities and related information. Optionally provide a more detailed activity list. If responsibilities were undertaken that are not included in major responsibility areas or in the supplemental information below, include under "other" responsibilities.*)

**C. Supplemental Information**

1. Professional Skills Acquired, Training Received, and Meetings Attended – *See Attachment A for examples.*

2. Creative Endeavors – *See Attachment A for examples.*

3. Presentations, Papers and Publications, and related activities (Indicate authors, date, title, and publication or audience.) *See Attachment A for examples.*
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4. Grants Received by You or by Your Efforts (Indicate project name, principal investigators, duration, and amount.)
- 

5. Interdisciplinary Team Efforts – *See Attachment A for examples.*
- 

6. Teaching and Education Assistance or Extension Educational Programs (Indicate course name and number/extension program instructor/supervisor.) *See attachment for examples.*
- 

7. Professional Service – *See Attachment A for examples.*
- 

8. Professional Awards and Certifications
- 

9. Other – *See Attachment A for examples.*
- 

**D. Summary**

1. Major Accomplishments in Past Year
- 

2. Goals/Objectives for Next Year
- 

3. What can the Department, College, Division and/or University do to enhance your role?
-

The above information is an accurate representation of my job activities during the past year.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

I have reviewed the above information presented by the employee.

\_\_\_\_\_  
Signature of Supervisor(s)

\_\_\_\_\_  
Date

\_\_\_\_\_

\_\_\_\_\_  
Date

## Attachment A

### Section A.

#### Major Responsibility Area Examples

##### Research

Experimental Design  
 Plot Management  
 Data Collection  
 Analysis of Data  
 Report Preparation  
 Presentation of Results  
 Proposal and Grant Writing

##### Logistical Support

Trouble-shooting and User Assistance  
 Equipment Installation and Maintenance  
 Records Maintenance  
 Budgeting/Purchasing  
 Facilities Planning

##### Teaching

Classroom  
 Laboratory

##### Personnel Management

Hiring  
 Training  
 Supervision  
 Evaluation

##### Extension

Development of Written Materials  
 Website Management  
 Computer Software Development  
 Program Development  
 Program Implementation  
 Program Evaluation  
 Presentations to Clientele  
 Report Preparation  
 Technical Assistance  
 Verification Trials  
 Demonstration Preparation and Management  
 Management Support for Extension Activities  
 Presentations at Professional Meetings  
 Event Coordination

### Section C.

#### Supplemental Information Examples

1. **Professional Skills Acquired, Training Received and Meetings Attended**  
 Include professional meetings, in-service training, workshops, tours, field days, short-courses and seminars attended, courses completed, self-education efforts and techniques or skills acquired or improved.
2. **Creative Endeavors**  
 Include techniques and methodologies developed, software developed, decision aids, patents or copyrights received, products developed, displays prepared, shows produced, production of marketing materials, websites managed, etc.
3. **Presentations, Papers, Publications and Related Activities**  
 Include journal articles, AES or CES publications, papers and/or posters presented at conferences, written reports prepared for agencies, user's guides, operations manuals, workshops and seminars implemented or presented, radio/TV appearances, acknowledgments in publications, unpublished papers prepared, project or year-end reports prepared, tours conducted, field day activities implemented, etc.
4. **Interdisciplinary Team Efforts**  
 Include team or cooperative efforts with personnel in other departments, units, and agencies.
5. **Teaching and Education Assistance**  
 Include assistance in preparation or presentation of labs and classes; personnel or student training; extension workshops, in-service training, or other teaching activities.

6. **Professional Service**

Include only service involving professional competence and related to but not involving teaching, extension education, professional performance of assigned duties or research or creative activities. Include club advising or support, committee assignments, presentations to community or clientele groups, professional societies or organizations, etc.

7. **Other** - Include club activities, community service or other activities pertinent to your professional performance but not included above.

**Nonclassified Support/Program Personnel Annual Performance Rating Form**  
(to be completed by supervisor)

Type Review: Annual from \_\_\_\_\_ To: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Dept or Unit Location: \_\_\_\_\_ Date Employed: \_\_\_\_\_

Present Rank: \_\_\_\_\_ Date Present Rank Achieved: \_\_\_\_\_

(1) How well has the individual met expectations relative to each major job responsibility area? Rate each area's performance from 1 = weak to 5 = strong.

**Major Responsibility Area 1**

Description: \_\_\_\_\_

Strong      Average      Weak

5     4     3     2     1

Area 1 Fulfillment of Assigned Duties

**Major Responsibility Area 2**

Description: \_\_\_\_\_

Strong      Average      Weak

5     4     3     2     1

Area 2 Fulfillment of Assigned Duties

**Major Responsibility Area 3**

Description: \_\_\_\_\_

Strong      Average      Weak

5     4     3     2     1

Area 3 Fulfillment of Assigned Duties

**Major Responsibility Area 4**

Description: \_\_\_\_\_

Strong      Average      Weak

5     4     3     2     1

Area 4 Fulfillment of Assigned Duties

**Major Responsibility Area 5**

Description: \_\_\_\_\_

Strong

Average

15  
Weak 5     4     3     2     1Area 5 Fulfillment of Assigned Duties  
\_\_\_\_\_**Major Responsibility Area 6**

Description: \_\_\_\_\_

Strong

Average

Weak

 5     4     3     2     1Area 6 Fulfillment of Assigned Duties  
\_\_\_\_\_

Comments: \_\_\_\_\_

- (2) To what extent has the individual exhibited or demonstrated superior performance of assigned duties as described in the documentation of activities? Rate from 1 = weak to 5 = strong (if not applicable, indicate N/A.)

	Strong		Average		Weak	
Professional Growth	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> N/A
Initiative/Innovation	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> N/A
Efficiency/Productivity	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> N/A
Creativity	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> N/A
Communications - Written	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> N/A
Communications - Oral	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> N/A
Cooperation	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> N/A
Commitment	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> N/A
Dependability	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> N/A

Leadership	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<sup>16</sup> <input type="checkbox"/> N/A
Attitude	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> N/A
Other: _____	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> N/A

Comments: \_\_\_\_\_

(3) How well has the individual met expectations relative to overall job performance? Rate from 1 = weak to 5 = strong

		Strong	Average	Weak
Overall Job Performance	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2 <input type="checkbox"/> 1

Overall comments: \_\_\_\_\_

My supervisor and I have reviewed my performance evaluation. My comments on the evaluation are attached (optional.)

\_\_\_\_\_  
Signature of Employee  
*Note: Signature does not necessarily mean agreement.*

\_\_\_\_\_  
Date

My employee and I have reviewed the employee's evaluation and all attachments.

\_\_\_\_\_  
Signature of Immediate Supervisor(s)

\_\_\_\_\_  
Date

I have reviewed the employee's performance evaluation and all attachments.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Reviewing Official

\_\_\_\_\_  
Date

**Career Counseling Record**

Name \_\_\_\_\_ Title \_\_\_\_\_

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**To be completed by employee**

1. Do you understand the procedure for applying for other positions in the Division of Agriculture?

Yes       No       Uncertain

2. Do you understand the procedure for applying for promotion to a higher rank in your current job category?

Yes       No       Uncertain

N/A – There is no promotion system applicable to my job category

N/A – I have already reached the highest rank in my job category

3. Comments \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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**To be completed by the supervisor**

I have reviewed the employee’s responses above.

The employee has a satisfactory understanding of career advancement procedures in the Division of Agriculture.

I have provided the following information to ensure the employee’s understanding of career advancement Procedures.

Signature \_\_\_\_\_ Date \_\_\_\_\_