

## Supervisor Budget Recommendation Tool

Employee Name: \_\_\_\_\_

Date of Hire: \_\_\_\_\_ Current Job Title: \_\_\_\_\_ Grade: \_\_\_\_\_

Current Performance Rating: \_\_\_\_\_ Date Of Rating: \_\_\_\_\_

Career Ladder Promotion Recommendation:

Job Title: \_\_\_\_\_ Job Grade: \_\_\_\_\_

**Requirements:**

**Position**

**Employee Credentials**

Education

Required Work Experience

Job Specific Skills

Certifications & Licenses

Supervisory Experience

(If Required)

Please budget for this Career Ladder Promotion in Budget Year: \_\_\_\_\_

Originator Signature: \_\_\_\_\_

Forward to Department Head