

Name _____

Current Position _____

Performance Advancement Level (check one) 1st 2nd 3rd

Please submit two identical portfolio copies, each in a three-ring binder or folder.

REQUIRED Forms and Documentation for Portfolio Submission

(Original documents or photocopies are acceptable)

- Performance Candidate/Supervisor Checklist
- Photo (e.g. staff web page photo)
- Verification of Information Session Attendance
- Notice of Intent (NOI)
- Current Job Description (The current one on file with the HR Office.)
- Candidate Narrative (200-500 word)
- Two annual performance evaluations completed for current position for the last 36 months
 - o If the most recent evaluation is more than 18 months old at the time of portfolio submission, the applicant should ask their supervisor to complete a new review.
- Two letters of recommendation required :
 - o Supervisor (required)
 - o Co-worker
 - o Addition letters for a maximum of 4 total
- Current Resume
- Individual Development Plan (IDP)
 - o 2017 Required
 - o If available, include 2015 & 2016

Candidate may choose to include additional supporting documentation that illustrates noteworthy items such as achievements, awards, activities, exemplary performance, or committee participation.

Will you give permission for the Performance Committee to provide your portfolio as a model for future candidates? Yes No

The Performance Advancement portfolio has been reviewed for completeness and accuracy. Please sign below:

Candidate's Signature _____ Date _____

Signature of Supervisor _____ Date _____