

Upward Mobility Program Resource

Sample Program Coordinator Checklist

SECTION 1 – BEFORE YOU MEET WITH EMPLOYEE

- ☐ Become familiar with your department's Low-Paying Entry-Level (LPEL) classifications listed on the [UM Pay Scale Report](#)
- ☐ Review LPEL classifications and Entry-Level Technical, Professional, and Administrative (ELTPA) classifications
 - ☐ Review accuracy of your department's information
 - ☐ Request names of incumbents in LPEL classifications from the Human Resources (HR) office
 - ☐ Verify the eligibility of employees interested in UM program participation
- ☐ Contact supervisors of employees in LPEL classifications and provide:
 - ☐ UM policy overview
 - ☐ Department's UM handbook/guide
 - ☐ UM program application
 - ☐ Name of UM Coordinator

SECTION 2 – PROVIDING CAREER COUNSELING

- ☐ Provide UM program application to employee and review with supervisor after submission
- ☐ Provide approval or denial information to applicant and supervisor and discuss, if needed
- ☐ Schedule meeting with applicant and supervisor to begin career counseling:
 - ☐ Discuss program policy, guidelines, and expectations
 - ☐ Review and discuss Career Development Plan (CDP)
 - ☐ Discuss each area of expected completion
 - ☐ Discuss employee's career goals
 - ☐ Discuss mobility options and career ladders
 - ☐ Schedule follow-up meeting once CDP is completed and approved
- ☐ Contact the Training Coordinator and supervisor to determine timeframes of anticipated training/education opportunities
- ☐ Meet with applicant and supervisor to review CDP
 - ☐ Discuss training options, coursework, and training registration process
- ☐ If approved, discuss plan and mobility designations (training, college coursework, Training and Development assignment, etc.)
- ☐ Assist in completing CDP depending on employee's need or desire
- ☐ If employee chooses to have follow-up meeting
 - ☐ Follow up with employee
 - ☐ Progress and concerns
 - ☐ Participation status