

# AT A GLANCE CHECKLIST

## 1. MEET ELIGIBILITY REQUIREMENT

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- Complete Eligibility Form (for initial submission only)

## 2. FULFILL REQUIRED POINTS FOR CAREER LADDER CRITERIA

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- Fulfill three points minimum in each section: Professional Development, Leadership and Education (total 9 points).
- Fulfill at least three additional points of your choosing (total 12 or more).
- Complete a **Cover Sheet for each Activity: Professional Development; Education; Leadership**. For each criteria met, include accompanying documents with the manager's signature on each Activity form.

## 3. CANDIDATE PROJECT/PATIENT EXEMPLAR

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- Select either a project or a patient exemplar for submission.
- Discuss project with department manager and complete Project Cover Sheet.
- Identify a mentor.
- Complete required sections for either a project or a patient exemplar.

## 4. SUBMISSION

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- All documents submitted should be with **Employee Badge Number** only and NO names. Include all accompanying supporting documents.
- File to be saved as PDF **typewritten** and **titled** using the following format:
  - #XXXXXXXXXX\_Career Ladder Quarterly Submission Date (example: 123456789\_Career Ladder\_06-30-21)
  - In the following order or sequence: Eligibility; PROJECT/Complex Patient Exemplar; Professional Development; Leadership; Education
- Submit via [hs-careerladder@ou.ad3.ucdavis.edu](mailto:hs-careerladder@ou.ad3.ucdavis.edu) email with Badge Number format into subject line. For example, UC12345678\_CNIII\_Submission with all supporting attachments.
- Candidates who are invited for oral presentations will be contacted.
- Oral Presentations – use powerpoint template in forms: Attachment F and G

Revised 4/2022