

Application Checklist

- ☐ **Meet Eligibility Requirements**
 - Complete Eligibility Form
- ☐ **Fulfill Required points for Career Ladder Criteria**
 - Fulfill 3 points minimum in each section: Professional Development, Leadership, and Education (total 9 points)
 - Fulfill at least 3 additional points of your choosing to total at least 12 points but no more than 18 points.
 - For each activity, a coversheet, signed by the manager, needs to be included along with all supporting documentation. The name of the activity must match a name found on the career ladder rubric.
- ☐ **Candidate Project/Patient Exemplar**
 - Select either a project or patient exemplar for submission.
 - If a project is chosen, submit a Project Cover Sheet along with supporting evidence such as an abstract or the completed project presentation.
 - Review additional requirements found on career ladder website.
- ☐ **Submission**
 - All documents submitted should be with the Employee Badge Number only and NO names. Include all accompanying supporting documents. Names are not to be included anywhere in the documents. **All coversheets should be typewritten** with the exception of signatures.
 - File to be saved as PDF typewritten and title using the following format:
 - Badge#XXXXXXXX_CareerLadder_Quarterly Submission due date
 - example: 123456789_CareerLadder_06-30-21
 - Submit via careerladder@health.ucdavis.edu email with Badge Number format into subject line.
 - Example: UC12345678_CNIII_Submission
 - Email file no later than quarterly by due date.
 - A confirmation email will be sent when the file is received.
- ☐ **Oral Presentations**
 - Candidates who are invited for oral presentation will be contacted.
 - Use PowerPoint templates provided on career ladder website.



Questions?:
Email one of the
superusers found on
the Career Ladder
Website FAQ
document.

Career Ladder Website:



FAQ Document:

