

## 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](mailto: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:

