**CAREER GRADE – PROGRESSION RECOMMENDATION**

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| **Employee Name** |  |
| **Service Area** |  | **Post No:** | 00000000 | **Post Title:** |  |
| **Recommendation for progression to Grade:** |  | **SCP** |  |
| **Current Grade of Employee to progress from:** |  | **SCP** |  |
| **Competency** |  | **Performance(explain how each criteria is met)** | **Evidence** |
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| **Qualification/ Formal Course**  |  |  |  |
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| **Tasks/Skills** |  |  |  |
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| I confirm that the above person meets the Career Grade criteria, and I recommend them for progression to the bottom of the next level in the Career Grade Scheme. I have attached a copy of the current Job Description and Career Grade Scheme for this post.  |
| **I request that the new grade takes effect from:** |  |
| **Line Manager** **Print Name** |  | **Date** |  |
| **Line Manager** **Signature** |  |
| **Assistant Director** **Print Name**  |  | **Date** |  |
| **Assistant Director** **Signature**  |  |

Please send your Career Grade Progression form to the **People Development Team** at **peopledevelopment@tendringdc.gov.uk**

**Career Grade Progression Approval**

I can confirm that I have read the above recommendation and agree that in line with the Councils Career Grade Policy that the above Career Grade progression meets the set criteria.

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| **People Development Manager** **Print Name** |  | **Date** |  |
| **People Development Manager Signature** |  |