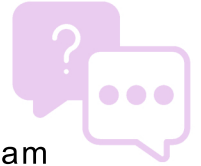


PROFESSIONAL DEVELOPMENT TIP SHEET



THE BLACK CAUCUS
UNIVERSITY OF CALIFORNIA, SAN FRANCISCO

THE INTERVIEW PROCESS



Have interviews with standard questions for all applicants

Have BIPOC (Black, Indigenous, People of Color) staff on the interview team

Apply for jobs with a Diversity Statement and disability indicator

Before an interview, ask for a list of written questions in advance, if possible

In an interview, ask if the role is non-union or union

Contact the hiring manager after applying for a role you have not heard back from

PERFORMANCE REVIEWS

Document everything!

“Needs improvement” on a review means you cannot transfer to other departments

You can submit a rebuttal if you do not agree with the review

Add detailed notes of your accomplishments in your self-assessment.



Bring self-assessment with accomplishments to your performance review meeting

THE PROMOTIONS PROCESS

DOCUMENT EVERYTHING!

RAISES
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You know your achievements and must inform others. Make a promotion package proposal for tasks beyond your current role using job templates. Create a new position and apply for it. A reclass takes time to process especially with back pay considered, but the write up for this request is not extensive.

Staff may receive a 8-11% raise.
A 15% raise is often suggested.
Departments are allocated 4%
for a Cost of Living increase,
but managers can decide to
give employees 4% or less.

Are managers aware of and offering stipends, salary supplements, and raises to staff

...on a fair basis

...on an equitable basis?

...free of bias?