

# 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?