PROFESSIONAL DEVELOPMENT TIP SHEET

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
“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
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?

Black Caucus Social Justice Committee (2022) www.blackcaucus.ucsf.edu