

BROADBANDING PROGRESSION RECOMMENDATION APPLICATION FORM

This form is to be used by a supervisor when recommending the progression of a staff member in a broadbanded position to the higher HEO level.

Complete and forward the form and attachments to the hrservicecentre@adelaide.edu.au for processing.

STAFF MEMBER DETAILS

Staff ID: School/Branch: Work
phone:.....
Title:..... Family name:..... Given names (in full):

POSITION DETAILS (Completion by supervisor)

Position Title: Position Number:
Broadbanded HEO Levels: Current HEO Level:.....Step:
.....

RECOMMENDATION

Supervisor

Recommended progression to higher level/step: HEO Level: Step:

Recommended progression to commence on following date:/...../.....

Supported by the following: (please attach)

☐ Position descriptions for the broadbanded position

☐ The staff member has demonstrated performance which meets the Planning Development and Review work objectives to progress to the higher HEO level (please attach).

Name: Signature: Date:

Head of School/Branch (For support of recommendation)

Name: Signature: Date:

☐ **Recommended** ☐ **Not Recommended**

If not recommended state reason
.....

AUTHORISATION

Executive Dean/Corporate Manager/Divisional Head/Pro Vice-Chancellor

☐ **Approved** ☐ **Not approved**

If not approved state reason
.....

Name: Signature :..... Date:.....