

## **Stepping Stones for Success Application Aide**

### **What is Stepping Stones?**

Stepping Stones is a leadership development course designed for Facilities staff, with Facilities-specific leadership needs in mind.

Stepping Stones will involve weekly courses from February through November, as well as a capstone project, mentoring and practice interviews. All classes and any assigned homework will occur during work hours. Courses focus on interpersonal skills essential to good leadership, as well as practical skills to familiarize participants with competencies specific to UW Facilities.

### **Who is Stepping Stones for?**

Front line staff and leads who want to develop leadership skills and help determine if leadership roles might be right for their career.

Employees on probation or with a current corrective action plan are not eligible at this time. Class size will be limited, based on current public health guidance and teaching capacity.

### **How to apply and how applications will be evaluated:**

- Return applications to your supervisor and/or manager by 12/17/22
- Application forms will be reviewed by a panel on the following criteria:
  - o Application materials: Is application complete, with all fields completed and attention to spelling and grammar?
  - o Clarity of response: Did the applicant answer the questions being asked?
  - o Values alignment: Did the applicant provide a response in line with organizational values?
  - o Openness, humility and willingness to learn: Does the applicant show that they are open to learning through the Stepping Stones Program?
  - o Commitment and engagement: Does the applicant demonstrate an interest in engaging with Stepping Stones and developing their leadership skills?
- Supervisors will also assess applicants on the following criteria in support of their application to the program:
  - o Respect: Does the employee demonstrate respect for their team, their clients, and the community, with words and actions?
  - o Service: Is the employee reliable in attendance and in quality of work?
  - o Value: Does the employee seek creative, data-driven solutions to problems?
  - o Stewardship: Does the employee take accountability for the work they are assigned? Do they try to support the UW and UW Facilities missions with their work?
- Determinations will be made by 1/12/23

Successful applicants will begin attending class in February 2023!