

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

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

Stepping Stones is a UWF-specific leadership development program. This program is designed to give front-line staff and individual contributor's essential people and practical leadership skills for use in current or future roles.

This program runs from February through November (9 months) and includes: weekly 2-hour classes, leader mentoring & shadowing, individual resume and interview workshops, and the completion of a capstone project and presentation. Courses are designed to provide an overview of leadership skill, UWF unit-specific practical skills, and a more comprehensive overview of the systems and structures within UW/UWF.

Graduates of this program will receive credit for 6 months of supervisory experience, for use in applying to promotion positions within UWF.

Employees on probation or with a corrective action plan are not eligible at this time. Class size will be limited and applications will be reviewed by a selection committee made up of UWF representatives.

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

- Return applications to your supervisor, manager, or [steppingstones@uw.edu](mailto:steppingstones@uw.edu) by **January 5, 2024**
- Application forms will be reviewed by a panel on the following criteria:
  - o Application materials: Is application complete?
  - 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 (Respect, Service, Value, & Stewardship)?
  - o Openness to learning and willingness to engage: Does the applicant show that they are open to learning through the Stepping Stones Program and to engage in leadership development growth?
- 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 1/12/24 and applicants notified of selection by 1/16/24.