



## Program Details and Application

### Program: Management Program

#### Program Details:

This is a 2-year program beginning in January 2022. Up to 4 people organization wide will be selected for this program. A new group of 4 will be selected every other year.

In order to be eligible for this program, an employee must:

- Not have been on a performance plan in the last year based on
  - Attendance Issues
  - Attitude
  - Culture fit
  - Insubordination
  - Underperformance

A recommendation letter from your current manager is required to be submitted along with this application.

All CUTX Vice Presidents will review all applications and recommendation letters. Staff will interview with senior management who will vote on those that will be accepted into the program.

If an incentivized employee enters into the program, their pay will be reviewed by senior leadership. The goal is not to penalize anyone for entering the program but to encourage growth within the organization.

Any disciplinary action taken while in the program will automatically disqualify employees and they will be removed from the program. Any pay increase received will be retracted.

There will be periodic certifications. Each certification must be passed to move forward. If, during the program, it is determined that an employee is not a good fit or will not be successful, the employee will be removed from the program.

Each candidate will leave their current role and spend 2 years in other departments at approximately 6 months in each new role/department:

- Branches
- Marketing/Engagement
- Member Services
- Sales & Service
- Operations (HR, Compliance, Support Services, Digital Services, IT, Collections)

If at any time during the program a management position becomes available and a program entrant is qualified and eligible, they may leave the program to enter the management role. At this time, another candidate will be brought into the program.

If there is not a management position available at the time the employee completes the program, they will be placed in a position equivalent to the one they vacated. Any pay increase will be kept and the employee will continue to be eligible for a management role as soon as one comes available.



## Application

Tell us about you!

Employee Name \_\_\_\_\_  
Department \_\_\_\_\_  
Title \_\_\_\_\_  
Your Manager's Name \_\_\_\_\_  
CUTX Start Date \_\_\_\_\_  
Date of Hire into current position if different from your start date \_\_\_\_\_

Why do you want to join the CUTX Pathways Program? \_\_\_\_\_

What steps have you taken to become a leader in your current role? \_\_\_\_\_

## Leadership

What do you feel makes a good leader?  
\_\_\_\_\_

What qualities do leaders at CUTX need to possess and why do you feel this way?  
\_\_\_\_\_

What are some challenges you believe you will face as a leader and how do you anticipate overcoming them?  
\_\_\_\_\_

What are some attributes of a bad leader that you have faced? How have you dealt with these?  
\_\_\_\_\_

## References

Please list at least 3 CUTX employees that can speak to how you actively lead in the roles you've had at CUTX.

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Have you discussed entering the program with your manager or direct supervisor? If not, why?

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Your manager will need to submit a written letter of recommendation before your application will be approved. You can give them the template on the next page, or they can write their own.

## Manager Recommendation

I, \_\_\_\_\_, am \_\_\_\_\_'s current supervisor/manager. I recommend s/he for this role. In his/her time reporting to me I have observed \_\_\_\_\_

I believe \_\_\_\_\_ will make a great leader at CUTX because \_\_\_\_\_

\_\_\_\_\_ is not currently under any disciplinary action. If there are any questions, I can be reached at\_\_\_\_\_.

Sincerely,

Name

Title