



# **One Stop Shop**

**Title Promotion Application  
User Guide – Intent to Apply**

# Accessing the Title Promotion Application

1. Go to the One Stop Shop (OSS) landing page <https://oss.ces.ncsu.edu>

The screenshot shows the OSS landing page. At the top left, there is a navigation bar with 'Home' and 'Title Promotion' links. A red arrow points from the 'Title Promotion' link in the navigation bar to a red box on the right side of the page. The red box contains the text '2. Click on the Title Promotion Application Link'. Below the navigation bar, there is a 'Timeline' section with three columns for 'OCTOBER', 'NOVEMBER', and 'DECEMBER'. The 'NOVEMBER' column contains a blue box with the text 'If you are planning on submitting a title promotion package in 2022, Complete the "Intent to Apply" in the Title Promotion Application.' Below the timeline, there is an 'Extension Applications' section with several buttons: 'ERS', 'XLMS', 'Active Campaign', 'Intranet', 'Digital Signage', 'XEMP', 'Find Your Experts', and 'Extension Staff Directory'. At the bottom of the page, there is a red footer bar with the text '© NC State Extension 2021, NC State University. All Rights Reserved. www.ces.ncsu.edu'.

# Tour of the Title Promotion Home Page

The screenshot shows the Title Promotion Home Page. At the top, there is a navigation bar with 'Home', 'Title Promotion', 'XPD', and 'XPM' links. Below the navigation bar, there is a 'Title Promotions' section with a 'Committees' link. The main content area features a large blue box with the text 'Nov. 15 through Dec. 1 Submit your intent to apply for title promotion.' and a 'GET STARTED' button. Below this, there are four numbered callouts: 1. 'GET STARTED' button, 2. 'My Title Promotion' with 'No Current Title Promotions', 3. 'Past Title Promotions' button, and 4. 'Supervised Employees' section with a table. The table has columns for 'STATUS', 'INTENT', and 'NARRATIVE' and contains two rows of data.

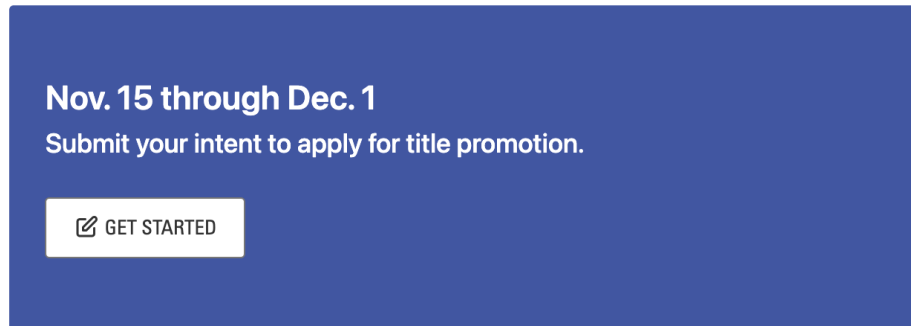
1. **Begin** the Title Promotion process with the *Intent to Apply*
2. Click here for your **current** Title Promotion Package
3. Click here to view **past** Title Promotion Packages
4. If you are a **supervisor**, you can see the *status* of employee packages currently in the title promotion process and see title promotion packages *previously submitted* by your staff

## Submission of the Intent to Apply for Title Promotion

**Intent to Apply:** Anyone considering submission of a title promotion package shall submit an Intent to Apply form by **December 15**. Submission of the Intent does not require you to submit an actual title promotion package; however, you cannot access the title promotion application until the Intent to Apply has been submitted.

The purpose of the Intent to Apply is to prompt discussions about title promotion between the applicant and their supervisor, between the applicant and a mentor, and to provide the title promotion committee with an estimate of the number of potential applicants.

1. From the *Title Promotion Home Page*, Click on **Get Started** to begin your *Intent to Apply*.



2. Select your **Current Title** and **Sought Title** from the dropdown lists.

### General

Current title

✓ -----

- Program Assistant
- Technician I
- Assistant Agent
- Associate Agent
- Assistant Area Agent
- Associate Area Agent
- Assistant Area Specialized Agent
- Associate Area Specialized Agent

Sought title

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- From the dropdown list *select* the name of the individual who will serve as your **Title Promotion Mentor**.

A Title Promotion Mentor is an Extension Employee who has successfully navigated through the promotional process and achieved the rank you are seeking. This individual will help guide you by providing suggestions, tips and advice as you are putting together your title promotion package and they will review your final package before you submit it. You can select the mentor that you think is a good fit for you. If you need assistance in identifying a mentor, ask your CED to help you identify a list of suggestions.

#### Mentor

- Provide your Extension **work experience** in *years and months* as of **July 1<sup>st</sup>** of the year the Title Promotion will be finalized. Indicate the **beginning date** you started in your **current position**.

#### Extension Experience

Use values as of July 1st.

Total Years

Total Months

Beginning date

Beginning date in current position

- Review the **Performance Ratings** that were auto populated for accuracy, make any corrections if errors are detected. *Employees without 5 years of ratings with Extension and positions not using the XPM system may not have ratings and may have to complete this section by selecting the correct rating in the dropdown boxes.*

#### Employee Ratings

Your employee ratings from the last 5 years. If your position uses XPM, ratings information will be pre-populated.

2020

2019

2018

2017


2016

6. Review the list of **responsibilities and associated percentages** for accuracy. If you need to make any corrections to your responsibilities click on the **Update my Responsibilities** button.

### Responsibilities

Prior to submitting your intent to apply for title promotion, ensure that your responsibilities have been updated. The values below will automatically update.

 The responsibilities and percentages shown below can not be changed after submitting your intent to apply for title promotion.

Administration: 30%

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Agronomic Crops: 30%

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Commercial Horticulture: 15%

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Community Development: 10%

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Food Safety: 5%

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Pesticide Education Coordinator: 10%



If you click on Update My Responsibilities, you will be taken to the Areas of Responsibilities Application to update your areas of responsibilities and associated percentages. <https://xemp.ces.ncsu.edu/responsibilities/>

7. Once finished, click on **Submit Intent**

**Your *Intent to Apply* is complete. You can return to the Title Promotion Application in January to begin to prepare your Title Promotion Package.**