



## Building a Career Leveling Framework

### THE CHALLENGE

Employees lacked visibility into career progression, leading to:

- **No structured promotion paths**, making career growth unclear.
- **Inconsistent job titles and salary bands**, creating internal pay discrepancies and equity concerns.
- **Limited internal mobility**, as employees were uncertain about advancement requirements.
- **Managers struggling to provide career guidance**, due to unclear competency expectations.
- **Low engagement and retention risks**, stemming from dissatisfaction with promotion transparency.

Without a defined career leveling framework, employees and managers had no structured way to navigate career development, leading to frustration and talent attrition.

### STRUCTURING GROWTH FOR CLARITY, EQUITY, AND RETENTION

#### IMPACT

- **35% Increase** in internal promotions, as employees had a clear growth roadmap.
- **Improved employee engagement**, with greater confidence in career development opportunities.
- **Stronger pay equity**, reducing salary discrepancies across similar roles.
- **Enhanced manager effectiveness in career coaching**, leading to higher retention.

### OBJECTIVE

To establish a clear, fair, and structured career growth framework that enhances transparency, supports internal mobility, and ensures pay equity. The goal was to empower employees with clear career pathways, equip managers with development tools, and improve retention through meaningful growth opportunities.

### SOLUTION

To provide clarity, fairness, and structure in career growth, I developed a Career Leveling Framework that defined advancement paths, ensured pay equity, and equipped managers with career development tools. This framework integrated into HR processes, improving transparency, consistency, and internal mobility.

#### Establishing Clear Career Progression

- Defined career levels with clear expectations, skills, and responsibilities for each role.
- Set transparent promotion criteria to guide employee growth.
- Aligned salary bands with industry benchmarks to ensure fairness.

#### Standardizing Titles & Compensation

- Conducted a compensation audit to correct pay discrepancies.
- Updated job titles for consistency and clarity.
- Created standardized salary bands to ensure fair promotions.

#### Training & Career Development

- Developed a Career Growth Guide to help employees navigate their careers.
- Trained managers on career coaching and employee development.
- Launched Career Development Workshops to educate employees on growth opportunities.

#### Embedding the Framework in HR Processes

- Integrated the framework into performance reviews for competency-based promotions.
- Created career progression dashboards to track promotions and internal mobility.

### RESULTS

- Employees had a structured, transparent career growth pathway, reducing frustration and turnover.
- HR ensured compensation fairness, aligning pay with job expectations and performance.
- Leadership saw increased internal mobility, reducing external hiring costs and strengthening talent retention.
- This transformation provided clarity, fairness, and opportunity, reinforcing FEV Tutor's commitment to employee growth and long-term success.

**CLARIFYING GROWTH.  
ENSURING EQUITY.  
EMPOWERING  
CAREERS.**