



Request for Staff Promotion Form

Instructions: Please answer the questions below to substantiate the request for promotion. Be prepared to provide specific and detailed examples to support your request. Examples from the previous year are most helpful but it may be appropriate to also include notable achievements from previous years that warrant recognition. Swarthmore's commitment to a fair and equitable workplace is reliant upon proper documentation to ensure non-discriminatory promotional practices. For formatting purposes, please keep this form in its original PDF format; do not convert or print.

Employee Information

SECTION 1: Employee Details

Employee Name:

Department:

Current Job Title:

Funding Source (select one below):

Operating Budget

Grant Funded

Other:

SECTION 2: Proposed Position Data

Proposed Job Title:

Proposed FLSA Status (select one below):

Exempt

Non-Exempt

Promotion Worksheet

SECTION 3: Skill Assessment

1. What job-related skills has the employee demonstrated mastery in?



2. How do the employee's newly acquired skills contribute to the proposed position?

3. How does the employee take personal responsibility and demonstrate accountability for their actions?

4. What professional development efforts has the employee made to grow/develop their technical skills? Behavioral skills?



5. How has the employee demonstrated sound decision-making skills and shown the ability to think critically?

6. Please provide additional comments on the employee's skill development and how it supports a promotion.

SECTION 4: Motivation Assessment

1. Provide examples of ways in which the employee has taken on more challenging and complex assignments.

2. How has the employee demonstrated an interest and willingness to get involved in new initiatives or activities?



3. How does the employee handle feedback provided by others? How does the employee adapt to feedback?

4. Provide an example of a time when the employee showed the willingness and drive to go above and beyond expectations in order to achieve a goal.

5. Please provide additional comments on the employee's motivation and how it supports a promotion.

SECTION 5: Performance Assessment

1. Has the employee consistently received performance reviews? If the employee reviews have been conducted, do they demonstrate positive overall performance and continued growth?



2. How has the employee shown performance at the level of the position in which they would be promoted?

3. What type of feedback, if any, have you received about the employee from someone external to your department?

4. Provide examples of how the employee has demonstrated a higher level of output, both in terms of quality and complexity.

5. Please provide additional comments on the employee's past and current performance and how it supports a promotion. Consider whether the employee has significantly increased their job responsibilities.



SECTION 6: Leadership Assessment

1. Will this employee be supervising others in the future position? If so, explain their experience with supervising employees.

2. Have they had to manage any performance concerns for staff reporting to them? If so, how did they handle it and what was the outcome?

3. What training or development has the employee participated in to prepare them to supervise others?

4. How has the employee demonstrated leadership skills for someone at the role to which they would be promoted?



5. Provide examples of how the employee has managed conflict with, or between, others.

6. How has the employee been a mentor or role model for their colleagues?

7. How does the employee interact with and share ideas with higher levels of leadership?

8. How has the employee managed differing priorities and significant challenges in their current role?



9. Please provide additional comments on the employee's leadership capabilities and how they support a promotion.

Approvals

Supervisor Level 1:

Approve Do not approve

Comments:

Supervisor Level 2:

Approve Do not approve

Comments:

Supervisor Level 3:

Approve Do not approve

Comments:

Supervisor Level 4:

Approve Do not approve

Comments: