**Employee Promotion Recommendation Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization Name:** |  | | |
| **Department:** |  | **Date:** |  |

**Section 1: Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name** | Sarah Mitchell | **Employee ID** | EMP-2045 |
| **Current Job Title** | Senior Marketing Executive | **Department** | Marketing |
| **Date of Joining** | 12 March 2020 | **Current Supervisor** | John Reynolds, Marketing Manager |

**Section 2: Promotion Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Recommended Position** | Marketing Manager | **Proposed Effective Date** | 1 November 2025 |
| **New Grade/Level** | Level 6 | **Proposed Salary Adjustment** | From $5,000 to $6,200 per month |
| **Type of Promotion** | ☐ Merit-Based ☐ Position Vacancy ☐ Organizational Restructure ☐ Other: \_\_\_\_\_\_\_\_\_\_\_ | | |

**Section 3: Performance Evaluation**

| **Criteria** | **Rating (1–5)** | **Comments** |
| --- | --- | --- |
| Job Knowledge | 5 | Excellent understanding of marketing strategies and tools |
| Quality of Work | 5 | Delivers high-quality campaigns consistently |
| Leadership Skills | 4 | Demonstrates growing leadership in team coordination |
| Initiative & Innovation | 5 | Proposes creative ideas that improve engagement |
| Communication | 4 | Communicates effectively across departments |
| Dependability | 5 | Always meets deadlines with reliability |

**Section 4: Justification for Promotion**

**(Provide detailed explanation for recommending the promotion)**  
*Sarah has consistently exceeded performance goals for the last two years, leading multiple successful marketing campaigns. She has shown strong leadership qualities, mentoring junior staff, and demonstrating readiness for managerial responsibilities.*

**Section 5: Approvals**

| **Role** | **Name** | **Signature** | **Date** |
| --- | --- | --- | --- |
| Immediate Supervisor | John Reynolds |  |  |
| Department Head | Emily Carter |  |  |
| HR Manager | David Lewis |  |  |
| CEO/Director | Michael Torres |  |  |

**Section 6: HR Use Only**

|  |  |  |  |
| --- | --- | --- | --- |
| Promotion Approved | ☐ Yes ☐ No | Effective Date |  |
| Updated Salary |  | System Updated By |  |
| Date of Update |  |  |  |