**Promotion Recommendation Evaluation Form**

**Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name:** | John Doe | **Employee ID:** | EMP-4587 |
| **Job Title:** | Sales Associate | **Department:** | Sales |
| **Supervisor Name:** | Sarah Williams | **Evaluation Date:** | 05-Oct-2025 |
| **Proposed Position:** |  | | |

**Section A: Performance Evaluation**

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Description** | **Rating (1–5)** | **Comments** |
| **Job Knowledge** | Understands job duties, procedures, and company policies. |  |  |
| **Quality of Work** | Accuracy, attention to detail, and consistency. |  |  |
| **Productivity** | Efficiency in completing assigned tasks. |  |  |
| **Initiative** | Demonstrates creativity, problem-solving, and self-motivation. |  |  |
| **Dependability** | Reliability in meeting deadlines and commitments. |  |  |
| **Leadership Ability** | Displays decision-making skills and leadership potential. |  |  |
| **Teamwork & Collaboration** | Works well with colleagues and contributes to team goals. |  |  |
| **Communication Skills** | Expresses ideas clearly and effectively. |  |  |

**Section B: Attendance & Conduct**

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Description** | **Rating (1–5)** | **Comments** |
| **Attendance & Punctuality** | Consistently present and on time. |  |  |
| **Work Ethics & Discipline** | Follows company rules and maintains professionalism. |  |  |
| **Attitude & Behavior** | Displays positive attitude toward work and coworkers. |  |  |

**Section C: Training, Achievements & Growth**

|  |  |
| --- | --- |
| **Area** | **Details / Remarks** |
| Training/Certifications Completed |  |
| Notable Achievements |  |
| Strengths |  |
| Areas for Improvement |  |

**Section D: Recommendation Summary**

|  |  |  |  |
| --- | --- | --- | --- |
| **Evaluation Aspect** | **Weighted Score** | **Evaluation Aspect** | **Weighted Score** |
| Performance Evaluation |  | Attendance & Conduct |  |
| **Overall Rating** |  | | |

**Recommendation Decision**

☐ **Strongly Recommend for Promotion**  
☐ **Recommend with Reservations**  
☐ **Not Recommended at This Time**

**Justification / Comments:**

|  |
| --- |
|  |
|  |

**Signatures**

|  |  |  |
| --- | --- | --- |
| **Name / Designation** | **Signature** | **Date** |
| Supervisor / Evaluator |  |  |
| Department Head |  |  |
| HR Manager |  |  |

**Example Rating (for illustration)**

| **Criteria** | **Rating** |
| --- | --- |
| Job Knowledge | 4 |
| Quality of Work | 5 |
| Productivity | 4 |
| Leadership | 5 |
| Teamwork | 4 |
| Communication | 5 |
| **Average Performance Score** | **4.5** |

✅ **Final Recommendation:** Strongly Recommended for Promotion