

## PROMOTIONAL RATING FORM INSTRUCTIONS

The Promotional Rating Form is used by departments to evaluate an employee for a promotion within an alternately staffed position, or to qualify an unclassified employee to classified status, as allowed by Merit System Rules. If individuals are rated by their immediate supervisor, ratings are to be reviewed by the department head or other designated person. The form must be signed by the rater, the reviewer and the employee, with final approval by Human Resources. The completed rating form must be returned to the employee as quickly as possible.

- I. Rate each individual in respect to her/his readiness to be promoted at the present time. Each rating factor should be carefully weighed. Place a check mark opposite each factor in one of the five columns marked "Excellent, Good, Average, Marginal or Unsatisfactory".
  - A. For ratings in columns "Good" or "Excellent" consider whether the employee has very good potentialities for advancement, tends to raise level of job currently held, is alert to opportunities for improvement, and is eager to learn and to assume greater responsibility.
  - B. For rating in the "Average" column, consider whether the employee is limited in capacity for growth although acceptable in present job.
  - C. For rating in the "Marginal" column consider whether the employee may become more valuable in the present job with increased experience but may not go beyond present job level.
  - D. An employee rated "Unsatisfactory" for any one factor is one you would not consider for advancement because she/he has weaknesses at the present job level or, if satisfactory at present level, you believe her/him incapable of performing higher level work.
- II. An employee who receives all "Average" ratings, two "Marginal" ratings, or one "Unsatisfactory" rating is automatically disqualified. Check "Not Recommended for Promotion at This Time" and give a brief explanation in the space provided. Return a copy of the original rating form to the employee.

An employee who is not recommended for promotion may reapply for the promotion after three months provided it is open for application at that time.

An employee has the right to appeal to the Personnel Director when receiving a "Not Recommended for Promotion" rating. Such appeal must be based on failure to follow procedures only.

### NOTE TO EMPLOYEE:

1. Fill in information in the box at top of rating form
2. Remove this copy of instructions and keep.
3. Give rating form to supervisor.

## PROMOTIONAL RATING FORM

**EMPLOYEE: Fill in this box**

**DATE:** \_\_\_\_\_

**Promotion to the classification of:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Present Position:** \_\_\_\_\_

**Rate this employee's present performance in relation to the difficulty and responsibility of the classification to which the employee seeks promotion.**

	Excellent	Good	Average	Marginal	Unsatisfactory
<b>1. Education and Experience – as required by the job to which promotion is sought.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2. Job Intelligence – knowledge of work of the department; alertness; ability to comprehend and think clearly.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3. Dependability and Interest – attendance and punctuality; industry and perseverance.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4. Adaptability – reaction to change in procedure; working under pressure; acceptance and use of supervision.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5. Contact With Others – appearance; manner; poise; maturity; verbal ability.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6. Supervisory Qualities – plan work effectively; deal with other employees fairly and command respect. (If not applicable, omit.)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**If you have rated the employee "Not Recommended for Promotion" please briefly state the reason:**

**Recommended for promotion** \_\_\_\_\_

**Not Recommended for promotion** \_\_\_\_\_

**Rated by:** \_\_\_\_\_

**HR**

**Approval:** \_\_\_\_\_

**Reviewed by:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Reviewed by:** \_\_\_\_\_

**Employee:** \_\_\_\_\_

**Title:** \_\_\_\_\_