

**WPI**HUMAN
RESOURCES

Request for Staff Promotion/Reclassification

Please complete all sections of this form and attach both the original and updated job description highlighting all changes to the Office of Human Resources.

Employee Information

SECTION I

Employee Name: _____

Department: _____

Funding Source: Operating Budget ☐ Grant Funded ☐ Other ☐

Date of Hire: _____ Years in Position: _____

SECTION II- CURRENT POSITION DATA

Current Job Title: _____

Current Grade/Salary : _____

Current FLSA Status: Exempt ☐ Non-Exempt ☐

SECTION III- PROPOSED POSITION DATA

Proposed Job Title: _____

Proposed Grade/Salary: _____

Proposed FLSA Status: Exempt ☐ Non-Exempt ☐

Are there other positions with similar responsibilities within the department/division/university that closely match/resemble the revised/proposed job titles or responsibilities? If so, which position(s)?

What resources did you use to determine the proposed salary?

What impact will the promotion have on the department and similar positions within the department?

Promotions/Reclassifications- Promotions/Reclassifications should be given as a result of an employee's continuous above average performance along with the supervisors desire to provide the employee with significant changes in responsibilities. Promoting employees for their excellence in performance is important to value their efforts and keep their morale up but there are a variety of criteria to consider before promoting an employee.

Instructions: There are many factors used to promote an employee, and many of these factors are subjective. Please answer the questions below to help assess the employee's readiness and deservingness of a promotion. Carefully evaluate the details behind any 'Unsure' to assess if the behavior would hurt or limit the employee's performance at the next level. Coaching for any 'Unsure' items may be appropriate before a promotion.



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SECTION IV- Promotion Worksheet

	Skill Assessment	Yes	No	Unsure
1.	Has the employee demonstrated a number of skills and capabilities that <i>exceed</i> others, when compared with their existing peer group?			
2.	Does the employee demonstrate some of the skills and capabilities that are comparable to those of the <i>future peer group</i> ?			
3.	When compared to the employee's current peer group, do they exhibit an enhanced ability to navigate the university in terms of their network, personal connections, or relationships?			
4.	Can you identify 3 different ways the employee has advanced and matured his or her skillset over the past 24 months?			
5.	Has the employee made a personal effort to improve both their job-related skills (such as software skills) and their soft skills (such as handling conflict)?			
6.	Does the employee have the ability to make decisions in a timely manner, in line with the future position?			
Please comment specifically about the employee's skill assessment and how it supports a promotion.				
	Leadership Assessment	Yes	No	Unsure
7.	Does the employee demonstrate appropriate leadership skills expected for someone at the role to which they will be promoted?			
8.	Does the employee uphold an appropriate level of professionalism and conduct for an employee of the position to which they will be promoted?			
9.	Has the employee demonstrated an enhanced ability to deal with conflict with, or between others over the past 24 months?			
10.	Has the employee increasingly been sought after by their current peers for his or her knowledge or expertise on a given topic?			
11.	Over the past 24 months, has the employee shown an improvement in confidence and comfort when it comes to interacting with higher level leaders of the organization?			
12.	Does the employee take personal responsibility for mistakes or missed commitments?			
Please comment about the employee's leadership capabilities and how it supports a promotion.				

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Motivation Assessment		Yes	No	Unsure
13.	Has the employee willingly taken on more challenging and complex assignments recently as compared to 2 years ago?			
14.	Does the employee routinely demonstrate an interest and willingness to get involved in a new initiatives or activities?			
15.	Has the employee responded favorably to feedback they have been given by others?			
16.	Can you identify at least 3 examples where the employee showed the willingness and drive to go above and beyond expectations in order to achieve a goal?			
Please comment on the employee's engagement and how it supports a promotion.				

Performance Assessment		Yes	No	Unsure
17.	Has the employee consistently received positive and improving performance reviews for at least 3 consecutive years?			
18.	Has the employee begun performing at level to which they would be promoted when compared to the responsibilities of his or her future peer group, in terms of efficiency, resourcefulness and knowledge?			
19.	Have customers (internal or external to your department) provided any specific feedback to recognize the employee's performance?			
20.	Over the past 24 months, are there demonstrated examples of higher level of output from the employee, both in terms of quality and complexity?			
21.	If given a promotion today, do you believe it would be the result of his or her overall contribution to the university and their effective performance in their prior position?			
Please comment on the employee's performance and how it supports a promotion. Has the employee significantly increased their job responsibilities? If yes, please explain.				

SECTION -V- APPROVALS

Supervisor requesting action: _____

Department Head/Dean:	Recommend <input type="checkbox"/>	Do not recommend <input type="checkbox"/>
Provost/Vice President/President:	Recommend <input type="checkbox"/>	Do not recommend <input type="checkbox"/>
Human Resources	Recommend <input type="checkbox"/>	Do not recommend <input type="checkbox"/>