

Employee Recommendation Promotion Form

Recommendation Details

Recommender Name: _____

Job Title: _____

Department: _____

Date: _____

Employee Being Recommended

Name: _____

Current Job Title: _____

Department: _____

Recommendation Summary

- Why is the employee being recommended for promotion?

- What specific skills qualify the employee for the new role?

Proposed Title and Responsibilities

Proposed Job Title: _____

Key Responsibilities of the New Role:

Performance Evaluation

Criteria	Rating (1-5)	Examples or Justifications
Problem-Solving Ability	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
Innovation	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	

Mentorship	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
Adaptability	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	

Signatures

Recommender: _____

Supervisor: _____

HR Approval: _____