

Promotion Guidelines for Level 1,2 & 3

V1.2

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Date: – 14-Jun-24

Promotion Guidelines for Level 1, 2 & 3

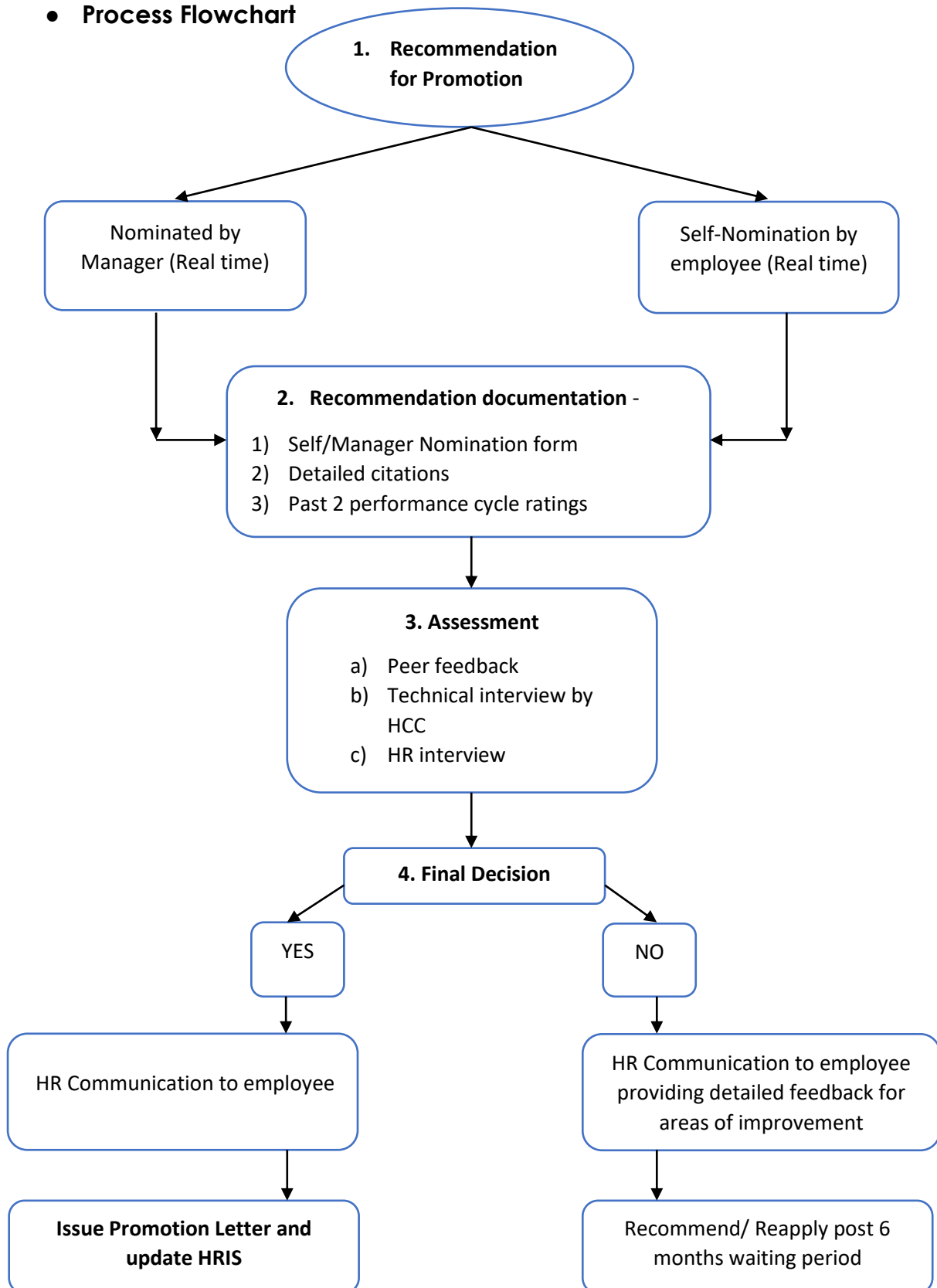
Objective:

To provide clear step-by-step guidelines and criteria for promotion of employees getting promoted to Level 1, 2 & 3.

Guidelines:

- Promotion cycle – Real-time month-on-month basis
- Employee (s) getting promoted should be provided with clear & objective role expectations from the next promoted role at the time of promotion.
- A promoted employee should be assessed on new role expectations every month for the initial 3 months and observed closely if he/she is able to deliver.
- Employees will be provided with the required support, training and mentoring on need basis to succeed in the new role.
- Please note, promotions will process in all months except for July.
- Employees in freepool/on bench will not be eligible for promotion.

• Process Flowchart



1. Recommendation for Promotion:

The Promotion process at Hoonartek will be carried out through automated digital form (MS teams form)

- Managers and employees shall send their promotion requests/nominations to HR team through the MS forms with all the required supporting information.
- An employee shall be considered for a promotion in his/her role when the HR team receives -
 - Recommendation form filled by the manager (Real-time, anytime during the year) Link: <https://forms.office.com/r/anYnb1YhHR>
 - Nomination form filled by the employee (Self-nomination) (Real-time, anytime during the year) Link: <https://forms.office.com/r/jssFn8jpJK>
- Nomination window will be open from 1st to 10th of every month.
- Promotion nomination for the month of Jan'23 should be submitted in the next month i.e., Feb'23 and so on

2. Promotion Recommendation supporting documentation:

Every recommendation/nomination submitted to the HR team needs to be supported with the following documents:

- ✘ Recommendation/nomination form
- ✘ Business case for promotion
 - Detailed citations & justifications for promotion
 - Why should this promotion be done?
 - Business/project benefit Vs individual aspiration
- ✘ Past 2 performance cycle ratings and feedback
- ✘ Role expectations /KRA for next/promoted role.

3. Assessment:

- ✘ The nominated employee shall go through a technical interview and evaluation by the respective HCCs for recommended role.
- ✘ HR interview to check fitment as is required in the next role from HR point of view.
- ✘ The HR team will also collect Peer feedback from the employee's colleagues.
- ✘ Documentation and assessment process of nominated employee will be completed between 10th to 20th of every month.

4. Promotion - Final Decision:

- ✘ The Review Committee will evaluate the feedback collected from the Peers, and the Technical and HR interviews.
- ✘ The final decision on promotion will be conveyed by the HR team to the employee and the respective manager.
- ✘ Decision-making will be completed between 20th to 30th of that month.
- ✘ Communication of final decision to employee will be done by the 10th of next month.
(If nomination and interview process is done in Feb'23, then communication of final decision to employee will be done by 10th of March'23)
- ✘ In the case of promotion, the new changes in title, level & grade (if applicable) will be reflected in KEKA effective 1st March'23.

a) YES (Promote):

- ✘ If the Review Committee clears the employee for promotion, the HR team will communicate the decision to him/her, issue a Promotion letter and update the KEKA system.

b) NO (Not now):

- ✘ If the Review Committee does not approve the employee for promotion, the HR team will communicate the decision to him/her and give detailed feedback on their areas of improvement.
- ✘ The employee is expected to work on the improvement feedback so that he/she can be considered for Promotion in the next cycle.
- ✘ **Please note:** Managers & employees can recommend/reapply for promotion nomination after a cooling period of 6 months from the previous nomination.

A. Eligibility & prerequisite criteria for Promotion

Sr. No.	Category	Level & Band	Experience Years	Criteria
1	Associate	L 1	0 – 2	<ul style="list-style-type: none"> • Not Applicable
2	Associate	L1 A	1.5- 3	<ul style="list-style-type: none"> • Min 1 year in previous level /band • Performance rating 3.5 & above • Peer feedback, manager citation/recommendation • Technical interview by HCC for next role • HR interview for fitment for next role

3	Associate	L1 B	2- 5	<ul style="list-style-type: none"> • Min 1 year in previous level/band • Performance rating 3.5 & above • Peer feedback, manager citation/recommendation • Technical interview by HCC for next role • HR interview for fitment for next role
4	Consultant	L2 A	2- 6	<ul style="list-style-type: none"> • Min 2 years in previous level/band • Performance rating 3.5 & above • Peer feedback, manager citation/recommendation • Technical interview by HCC for next role • HR interview for fitment for next role
5	Consultant	L2 B	2- 7	<ul style="list-style-type: none"> • Min 2 years in previous level/band • Performance rating 3.5 & above • Peer feedback, manager citation/recommendation • Technical interview by HCC for next role • HR interview for fitment for next role
6	Lead Consultant	L3 A	5 – 9	<ul style="list-style-type: none"> • Min 2 years in previous level/band • Performance rating 3.5 & above for last 2 cycles • 360 / Peer feedback, manager citation/recommendation • Technical interview by HCC for next role • HR interview for fitment for next role
7	Lead Consultant	L3 B	9- 12	<ul style="list-style-type: none"> • Min 3 years in previous level/band • Performance rating 3.5 & above for last 2 cycles • 360 / Peer feedback, manager citation/recommendation • Technical interview by HCC for next role • HR interview for fitment for next role

B. Expectations from Promoted Employee -

- ≠ Understand the role and responsibilities, KRA & competencies required for next role/level & band.
- ≠ Meet reporting manager, HR team for any clarification required.
- ≠ Reach out to HR & L&D team for any specific training/learning support you want.

- ⌘ Keep yourself updated with skills and knowledge required to succeed in a new role.
- ⌘ Your performance in your new role will be assessed monthly and you will be provided with feedback for improvements if any.

Document Version History

Version No.	Description	Date	Approved By
0.1	First Release – Initial draft of the document for management review and approval	30-May-23	
1.0	Second Release – Final document after review and approval for circulation and implementation	01-Jun-23	Nishant Shukla
1.1	Third Release – Rating criteria updated from 4 to 3.5 for all levels	1-Jul-23	Nishant Shukla
1.2	Fourth Release - Update in company logo based on branding guidelines from Top Management	14-Jun-24	Nishant Shukla

Document Review History

Version No.	Review Comments	Review Date	Reviewed By
0.1	First Review – No change suggested. Document signed off for implementation	01-Jun-23	Nishant Shukla
1.0	Second Review - Rating criteria updated from 4 to 3.5 for all levels	30-Jun-23	Nishant Shukla
1.1	Third Review - Update in company logo based on branding guidelines from Top Management	13-Jun-24	Nishant Shukla