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| **Employee Name:** |  | **Current Job Title:** |  | **Effective Quarter:** | Choose an item |
| **Manager Name:** |  | **Proposed Job Title:** |  | **Time in Level in Months:** |  |
| **Steam Member:** |  | **Current Business Title:** |  | **Promotion Approver:** |  |
| **Steam Direct:** |  | **Proposed Business Title:** |  |

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| *Note: Feedback for all promotions is collected in* [*Promote*](https://promote.talent.a2z.com/)*. Managers should send requests, track, and review feedback directly in Promote. Managers and promotion approvers can download a summary of the feedback and each feedback response from Promote to review with this offline template.* |

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| **SCOPE OF ROLE** |
| *The scope of role section should be written as it would apply to any person in this role. The scope of role should accomplish two things: 1) describing their current role responsibilities, complexity, ambiguity, level of influence required, and impact 2) defining the scope of their role at the next level.* [*Learn more about writing the scope of role*](https://ivy-help-center.talent.a2z.com/article/article-1568200636623-wckfZeD7C)*.* *(500 words or fewer are recommended)* |
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| **PROMOTION ASSESSMENT** |
| *Describe how the employee has performed at the next level and provide examples of how they demonstrate our* [*Leadership Principles*](https://inside.amazon.com/en/About/corevalues_EN/Pages/LeadershipPrinciples.aspx)*. Use examples that illustrate this person’s key performance highlights and misses.*  *Describe their ability to Hire and Develop the Best. (Remember: leaders raise the performance bar with every hire and promotion. They recognize exceptional talent and willingly move employees throughout the organization. Leaders develop leaders and take seriously their role in coaching others.) Include contributions in support of our commitment to diversity and inclusion.*  *If this person is a people manager: When reviewing the past year, are there any Connections findings that require explanation?*  [*Learn more about writing the promotion assessment*](https://ivy-help-center.talent.a2z.com/article/article-1568200708180-nMAKx4QPo?)*. (1500 words or fewer are recommended)* |
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| **BEST REASONS NOT TO PROMOTE** |
| *At the time of promotion, it’s expected that an employee will have some areas for growth at the next level. This section should be considered a positive exercise that will help identify those growth areas. These areas should be ones that you are confident that the employee is capable of developing through coaching and on-the-job learning.* [*Learn more about writing the best reasons not to promote*](https://ivy-help-center.talent.a2z.com/article/article-1568200688888-gxJpc-YXJ)*. (500 words or fewer are recommended)* |
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| **WORK HISTORY (optional)** | | | | | | | |
| *Here you can provide the employee’s relevant work experience prior to this role.* | | | | | | | |
|  | **COMPANY** | | **POSITION** | **PERIOD HELD** | |
|  | |  | | *Beginning date* | to | *End date* |
|  | |  | | *Beginning date* | to | *End date* |
|  | |  | | *Beginning date* | to | *End date* |

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| **ADDITIONAL INFORMATION (optional)** |
| *Supplemental information about the employee (e.g., definition of terms, contributions to* [*Bar Raiser Program*](https://inside.amazon.com/en/Employment/Hiring/Bar_Raisers/pages/default.aspx)*, and/or involvement in Amazon* [*affinity groups*](https://inside.amazon.com/en/About/affinity/Pages/default.aspx)*). Specific organizational requirements: WWOps, narrative section on safety-focused behaviors, and/or contributions to inclusion & diversity initiatives. (500 words or fewer are recommended)* |
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| **TECH PROMOTION ASSESSMENT (TPA) PROVIDERS** | | | | | |
| *TPAs are completed in* [*Assess*](https://assess.corp.amazon.com/)*. For Tech IC promotions into L6, a TPA with one assessor and a shepherd is required if none of the feedback providers meet the* [*eligibility criteria*](https://ivy-help-center.talent.a2z.com/article/1kGRemkxlNCmDNKBKYCiJ5)*.* | | | | | |
|  | **Job Title, Level** | **Support?** | **Reasons** | **Steam Date** | |
| *Assessor 1* |  | Select |  |  | Date |
| *Shepherd* |  | *N/A* | *N/A* |  | Date |

The previous sections of this document (altogether) **may not exceed 6 pages**.