

Promotion Process

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Overview

This document outlines NovaTech's promotion process. Promotions recognize employees who consistently perform at the next level and are ready for expanded responsibilities.

Promotion Philosophy

Core Principles

1. **Performance over tenure:** Promotions based on demonstrated ability, not time in role
2. **Consistent demonstration:** Must show sustained performance at next level (6+ months)
3. **Business need:** Role and scope must exist at the next level
4. **Fairness:** Consistent standards applied across teams

What Promotion Means at NovaTech

A promotion reflects that you:

- Have been performing at the next level consistently
- Are ready for increased scope and responsibility
- Have demonstrated the competencies for the new level
- Have impact that warrants the new title and compensation

Career Levels

Individual Contributor Track

Level	Title	Typical Scope
L1	Associate	Learning, defined tasks
L2	[Role]	Independent contributor
L3	Senior [Role]	Owns significant workstreams
L4	Staff [Role]	Cross-team impact
L5	Principal [Role]	Organization-wide impact
L6	Distinguished [Role]	Company/industry impact

Management Track

Level	Title	Typical Scope
M1	Manager	3-7 direct reports
M2	Senior Manager	7-15 reports, multiple teams
M3	Director	Department leadership
M4	Senior Director	Multiple departments
M5	VP	Function leadership
M6	SVP/C-level	Executive leadership

Switching Tracks

You can move between IC and management tracks:

- Discuss interest with your manager
- Assessment of skills for target track
- May be lateral move initially
- Training/support provided

Promotion Criteria

Performance Expectations

Rating	Promotion Eligibility
Exceptional	Strong candidate
Exceeds Expectations	Eligible with next-level evidence
Meets Expectations	Not yet ready
Below Expectations	Not eligible

Competency Requirements

Each level has defined competencies across:

- **Technical/Functional skills:** Role-specific expertise
- **Impact:** Scope and scale of contributions
- **Leadership:** Influence and guidance of others
- **Communication:** Clarity and effectiveness

See Career Ladder documentation for specific competencies by role and level.

Time in Role

Minimum time before promotion consideration:

- L1 → L2: 12 months
- L2 → L3: 18 months
- L3 → L4: 24 months
- L4+: Variable, typically 2-3 years

Exceptions possible for exceptional performance.

Promotion Process

Timeline

Promotions are considered during two cycles per year:

- **H1 Cycle:** Decisions in March, effective April 1
- **H2 Cycle:** Decisions in September, effective October 1

Process Steps

Manager Nomination (4 weeks before)

Calibration Preparation

Department Calibration

Cross-Department Review

Executive Approval

Communication to Employee

Compensation Adjustment

Step 1: Manager Nomination

Manager prepares promotion case including:

- Summary of performance at next level
- Specific examples of impact
- Competency assessment against next level
- Supporting feedback from peers/stakeholders

Self-nomination: If you believe you're ready and your manager hasn't nominated you, have an open conversation. You can provide evidence to support your case.

Step 2: Calibration Preparation

Manager prepares materials:

- Promotion packet
- Supporting documentation
- Performance data
- Feedback summary

HR reviews for completeness.

Step 3: Department Calibration

Leadership team reviews all nominations:

- Compare candidates against standards
- Ensure consistency across teams
- Discuss each case in detail
- Preliminary decisions made

Step 4: Cross-Department Review

For L4+ and M3+ promotions:

- Cross-functional leadership review
- Ensures company-wide consistency
- Final decisions at this level

Step 5: Executive Approval

- VP-level review for L4+/M3+
- C-level review for L5+/M4+
- Budget verification

Step 6: Communication

- Manager communicates decision
- HR processes paperwork
- Promotion announced appropriately

Promotion Packet

Required Components

1. **Summary statement** (1 paragraph)
 - Why this person, why now
 2. **Performance evidence** (1-2 pages)
 - Key accomplishments
 - Impact metrics where available
 - Projects and outcomes
 3. **Competency assessment**
 - Rating against next-level expectations
 - Evidence for each competency
 4. **Peer feedback** (3-5 sources)
 - Input from collaborators
 - Include cross-functional perspectives
 5. **Development areas**
 - Growth areas to continue developing
 - Plan for support at new level
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After Promotion Decisions

If Promoted

- Congratulations!
- New title effective immediately
- Compensation adjustment in next pay cycle
- Updated expectations discussed with manager
- Development plan for new level

If Not Promoted

- Manager provides clear feedback
 - Specific gaps identified
 - Development plan created
 - Timeline for re-evaluation discussed
 - Not a negative reflection—means continued growth needed
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Compensation

Promotion Increase

Typical increase with promotion: | Promotion Type | Typical Increase | |——
——|——| | Within band | 5-10% | | New band (L3+) | 10-15% ||
To management | 10-15% |

Actual increase depends on: - Current position in band - New role requirements
- Market data

Equity Refresh

Promotions typically include equity refresh: - Additional RSU grant - Sized to level expectations - Vests over standard schedule

Special Circumstances

New Employees

Must have minimum 6 months tenure before promotion consideration. Exception: hired below appropriate level.

Recent Promotions

Typically wait one full cycle after promotion before next consideration. Exception: organizational changes.

Team Transfers

Performance at previous team counts. New manager makes promotion decision after reasonable observation period.

Performance Improvement

Employees on performance improvement plans are not eligible for promotion consideration.

Manager Responsibilities

Ongoing

- Regular career development conversations
- Clear feedback on level expectations
- Documentation of performance and impact
- Advocacy for ready team members

During Cycle

- Identify promotion-ready employees
 - Prepare thorough packets
 - Participate in calibration
 - Communicate decisions with care
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Employee Responsibilities

Own Your Career

- Understand level expectations
- Track your accomplishments
- Seek feedback proactively
- Have career conversations with manager
- Build skills for next level

Documentation

Keep a running record of:

- Projects and outcomes
- Impact metrics
- Feedback received
- Skills developed

FAQ

Q: How do I know if I'm ready for promotion? A: You should be consistently performing at the next level for 6+ months. Review the career ladder for your role and honestly assess yourself against next-level expectations.

Q: My manager hasn't mentioned promotion. What should I do? A: Initiate the conversation. Ask for feedback on where you stand relative to next level and what gaps to address.

Q: I was passed over for promotion. What now? A: Request detailed feedback. Create a development plan with your manager. Focus on closing specific gaps.

Q: Can I be promoted outside the normal cycles? A: Rarely, for exceptional circumstances like organizational changes or critical retention. Standard process is preferred.

Q: Do I need to apply or nominate myself? A: Managers typically nominate. However, you should advocate for yourself and provide supporting evidence.

Resources

- Career Ladders: [Internal Link]
 - Level Expectations: [Internal Link]
 - Self-Assessment Template: [Internal Link]
 - HR Contact: hr@novatech.com
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Related Documents: Career Ladder (HR-DEV-001), Performance Review Process (HR-DEV-003), Compensation Philosophy (HR-COMP-001)