

# 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.

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## 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

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## 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.

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## 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

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## 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

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## 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.

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## **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

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## 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.

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## Resources

- Career Ladders: [\[Internal Link\]](#)
  - Level Expectations: [\[Internal Link\]](#)
  - Self-Assessment Template: [\[Internal Link\]](#)
  - HR Contact: [hr@novatech.com](mailto: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)*