

Career Progression - Promotion Criteria

Promotion Criteria:

Eligibility Requirements:

- Minimum tenure of one year in the current role.
- Demonstrable achievement of performance objectives.

Performance Assessment:

- Evaluation based on KPIs, performance reviews, and peer feedback.
- Documented evidence of leadership, innovation, and team contribution.

Application Process:

- Employees or managers initiate the promotion process through a formal application to HR.
- HR reviews eligibility, followed by interviews and panel discussions.

Decision Making:

- A committee including senior management evaluates each candidate fairly and transparently.

Outcome Notification:

- Candidates receive feedback and outcomes personally from their supervisors.

Appeals:

- Employees may appeal promotion decisions formally, and appeals are reviewed by senior HR management.

Career Progression - Skill Development

Skill Development Opportunities:

Training Programs:

- Internal training sessions on leadership, communication, technical skills, and project management.

External Training:

- Access to external courses, certifications, and workshops supported through tuition reimbursement programs.

Mentorship Program:

- Mentorship pairing with senior employees to guide professional development and career growth.

Career Development Planning:

- Employees encouraged to create individual development plans (IDP) with clear, achievable goals.

Performance Reviews:

- Regular discussions on skill gaps and future training opportunities.

Cross-Functional Experience:

- Opportunities for rotations or temporary assignments in different departments to broaden skill sets and experience.

Career Progression - Professional Growth

Professional Growth and Career Management:

Individual Development Plans:

- Regularly updated development plans to align personal goals with company objectives.

Performance Monitoring:

- Continuous feedback from supervisors to guide employee growth and goal achievement.

Leadership Pathways:

- Clearly defined pathways for leadership roles including required skills, training, and experiences.

Recognition Programs:

- Regular recognition and awards for outstanding performance and contribution to team success.

Networking and Visibility:

- Opportunities for internal networking, visibility through presentations, meetings, and special projects.

Employee Surveys:

- Regular feedback through surveys to continuously improve career development programs and opportunities.