

Definition of a Promotion:

A promotion is the advancement of an employee to a higher position or role within the company, typically

Prerequisites for a Promotion:

Demonstrable fulfillment or exceeding of current job duties.

Continuous professional development and further education.

Positive annual performance reviews over a certain period (e.g., the last three years).

Ability to take on additional responsibility and demonstrate leadership skills (if applicable).

Initiation of the Promotion Process:

Employees can either proactively request a promotion or apply for an internal posting published by the

For proactive requests, the employee should submit a formal application to their direct supervisor, outl

Application Process:

For internal postings, interested employees must submit an updated resume and a cover letter highlight

The company may also request an internal interview or presentation.

Evaluation Criteria:

Professional qualification and relevant experience.

Performance and behavioral evaluations.

Soft skills and cultural fit with the team or department.

Contributions to company success.

Decision Process:

The final decision on a promotion is made by a promotion committee consisting of HR personnel, the a

The decision is based on the submitted documents, interviews, and established criteria.

Feedback and Transparency:

All applicants should be promptly informed about the outcome of their promotion request or application

Rejected applicants are entitled to a feedback session to learn what areas they should improve to be c

Periodic Review:

Employees should work at least 12 months in their current position before requesting a promotion, unl

Note: Companies should ensure that the promotion process is transparent, fair, and free from discrimin