**EMPLOYEE PROMOTION REQUEST FORM**

NAME : ……………………………………………… POSITION :………………………………………

ID NUMBER : …………………………………… DEPARTMENT ：……………..………………………….

SUPERVISOR’S NAME/SIGNATURE ………………………………..…………………………………

STEP 1.

REASONS FOR REQUEST：……………………………………………………………………………......................

………………………………………………………………………………………………………………………………….……

STEP 2.

EMPLOYEE PERFORMANCE APPRASIAL:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ATTITUDE TOWARDS WORK | 1 □ | 2 □ | 3 □ | 4 □ | 5 □ |
| ATTENDANCE | 1 □ | 2 □ | 3 □ | 4 □ | 5 □ |
| COMPETENCE | 1 □ | 2 □ | 3 □ | 4 □ | 5 □ |
| SUBMISSION | 1 □ | 2 □ | 3 □ | 4 □ | 5 □ |
| WORK INTENSITY | 1 □ | 2 □ | 3 □ | 4 □ | 5 □ |

TOTAL MARKS :………………………… QUALIFIED FOR PROMOTION?: YES □ NO □

RECOMMENDATION:……………………………………………………………………………………………………….

……………………………………………………………………………………………………………………………………….

PROMOTION FROM :……………… TO ………………….

SALARY INCREASE FROM :………… TO …………………..

STEP 3:

CERTIFICATION: ………………………………………………………………………………………………………..

WORK EXPERIENCE: …………………………………………………………………………………………………..

DURATION OF WORK: ………………………………………………………………………………………………….

ACHIEVEMENTS ON THE JOB ：…………………………………………………………………………...

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Department Manager Department Director HR Officer H.R. Manager Project Manager