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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PROMOTION INFORMATION** | | | | | | | | | | | | | | |
| **Employee Name:** | | |  | | | **Current Job Title:** | |  | | **Proposed Job Title:** | | | |  |
| **Manager Name:** | | |  | | | **Current Business Title:** | | *Can be found in Phone Tool* | | **Proposed Business Title:** | | | |  |
| **Steam Member:** | | | Choose an item | | | **Current Direct Reports:** | |  | | **Proposed Direct Reports:** | | | |  |
| **Steam Direct:** | | |  | | | **Time in Level:** | |  | | **Effective Date:** | | | | Choose an item |
|  | | | | | | | | | | | | | | |
| **SCOPE OF ROLE (recommended max: 500 words)** | | | | | | | | | | | | | | |
| *Scope of role is about the job, not the person. Describe the responsibilities, complexity, level of influence required, and impact as it would apply to any person. Address which* [*Leadership Principles*](https://inside.amazon.com/en/about/corevalues_en/pages/leadershipprinciples.aspx) *are most important for the role. If this is a people manager role, describe the leadership responsibilities, e.g., managing through other managers, building a team, expanding team to different geographies, size, make-up and geographic distribution of team, etc. A manager guide is available* [*here*](https://drive-render.corp.amazon.com/view/GTM%20Comms/Promotions/GTM%20Promotions/Promotions%20LX%20Website/scoping.html)*.*    *You may want to reference the*[*Role Guidelines*](https://inside.amazon.com/en/Employment/Career/Role_Guidelines/Pages/default.aspx)*site for specific expectations for the proposed role.* | | | | | | | | | | | | | | |
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| **PROMOTION ASSESSMENT (recommended max: 1500 words)** | | | | | | | | | | | | | | |
| *Describe how the employee has performed at the next level; provide examples of how they demonstrate our Leadership Principles. Use examples that illustrate this person’s body of work, specifically key performance highlights and misses.* | | | | | | | | | | | | | | |
| *If this person is a people manager describe their ability to hire and develop the best. Provide supportive data for the assessment, e.g., hiring and attrition rates.* | | | | | | | | | | | | | | |
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| **BEST REASONS NOT TO PROMOTE (recommended max: 500 words)** | | | | | | | | | | | | | | |
| *At the time of promotion, expect that all employees will have areas for growth. Use this section to describe the areas that they will grow to be successful at the next level. Explain how you and the employee are working together to address these areas.* | | | | | | | | | | | | | | |
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| **FEEDBACK (recommended max: 6 feedback providers)** | | | | | | | | | | | | | | |
| *Solicit feedback from others who are senior enough to assess the readiness and scope of the promoted level. Employees who are a level below the proposed promotion level should not be solicited for input for the Feedback section. Their feedback however may be incorporated into the Promotion Assessment section in the form of peer feedback.*  *Feedback should be relevant and balanced. All feedback solicited for the promotion should be included regardless of whether or not the feedback provider supports the promotion.*  *Soliciting feedback should be done in a confidential manner. The template below can be sent to feedback providers for input. Copy/paste additional feedbacks as needed. Each submitted feedback should clearly state whether the promotion is supported or not. A manager guide is available* [*here*](https://drive-render.corp.amazon.com/view/GTM%20Comms/Promotions/GTM%20Promotions/Promotions%20LX%20Website/feedback.html)*.* | | | | | | | | | | | | | | |
| **Candidate Name:** | | | | |  | | | | **Candidate Steam:** | | | Choose an item | | |
| **Feedback Provider Name:** | | | | |  | | | | **Feedback Provider Steam:** | | | Choose an item | | |
| **Feedback Provider Dept:** | | | | | *Can be found in Phone Tool* | | | | **Feedback Provider Job Level:** | | |  | | |
| **Feedback Provider Business Title:** | | | | | *Can be found in Phone Tool* | | | | **Feedback Date:** | | | *Click here to enter a date* | | |
| **Relationship to Candidate:** | | | | | *(e.g. Partner, work in step on customer-facing communications)* | | | | **Support Promotion?** | | | Choose an item | | |
| *Provide reasons you are supportive of this promotion by describing how this employee demonstrates Amazon’s* [*Leadership Principles*](https://inside.amazon.com/en/about/corevalues_en/pages/leadershipprinciples.aspx) *and the level of competency required for the proposed promotion position.* ***(recommended max: 250 words)*** | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| *Give reasons for not supporting this promotion by describing development areas in the context of Amazon’s Leadership Principles and the level of competency required for the proposed promotion position.* ***(recommended max: 250 words)*** | | | | | | | | | | | | | | |
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| **PROFESSIONAL EXPERIENCE (optional)** | | | | | | | | | | | | | | | |
| *Please list this employee’s previous three positions held at Amazon and/or previous employers (begin with most recent).* ***Note:*** *Detail of positions held at Amazon can be found in* [*PeoplePortal*](http://peopleportal.amazon.com/)*: Manager Self Service>Job and Personal Info>General Team View>Details* | | | | | | | | | | | | | | | |
|  | **COMPANY** | | | **POSITION/TITLE** | | | **PERIOD HELD** | | | | | |
| 1 |  | |  | | | | *Beginning date* | | | | to | | *End date* | |
| 2 |  | |  | | | | *Beginning date* | | | | to | | *End date* | |
| 3 |  | |  | | | | *Beginning date* | | | | to | | *End date* | |
|  | | | | | | | | | | | | | | | |
| **SUPPLEMENTARY DATA (optional)** | | | | | | | | | | | | | | | |
| *Use this space to include/attach data to support the promotion. Examples of types of data include the Tech Survey results, project/program results, design portfolio, etc.* | | | | | | | | | | | | | | |
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| **PROMOTION RESULTS** | | | | | | | | | | | | | | | |
| *Indicate whether the promotion was approved or not. If the promotion was not approved, provide reason(s) why.* | | | | | | | | | | | | | | |
| **Promotion was:** | | | Choose an item | | | | | | | | | | | |
|  | | Performance: Employee has not adequately demonstrated the ability to meet the performance bar at the proposed job level (Comments optional) | | | | | | | | | | | | |
|  | | Leadership: Employee has not adequately demonstrated the leadership characteristics associated with the proposed job level (Comments optional) | | | | | | | | | | | | |
|  | | Scope: Employee’s job scope is not commensurate with job scope at the proposed job level (Comments optional) | | | | | | | | | | | | |
|  | | Other (Please explain) | | | | | | | | | | | | |
| *Optional comments:* | | | | | | | | | | | | | | |
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