

Information Technology Promotion/Salary Adjustment Template

Directions: Leaders must complete promotion template for each employee submitted for consideration.
Prior to inputting any information, please select File > Save As > PDF to save the template.

Section I: Submitter Information

Submission Date	
Submitter Name	
IT Area	
IT Director	
Request Type	Promotion Salary Adjustment

Section II: Employee Information

Promotional Candidate's Name					
ID (#####)					
Cost Center					
Direct Leader's Name					
Last PEP Rating¹	Exceed	Met	Met Most		
Current Salary²	\$				
Last Increase Date (Merit Effective Date)²					
Last Increase Amount (include both \$ and %)²	\$; %				
Last Promotion Date¹					
Tenure in Current Role	0-1 year	1+ years	3+ years	5+ years	7+ years
Higher Education Level¹	N/A	Currently Pursuing Bachelors Degree	Associates/Technical Degree	Masters Degree+	
Current Job Role					
Current Job Family					

Section III: Proposed Job Role Information (required information for promotion request type only)

Proposed Job Role		
Proposed Job Family		
Does the employee demonstrate the Work Complexity for the proposed Job Role?³	Yes	No
Does the employee demonstrate the Responsibilities for the proposed Job Role?³	Yes	No
Does the employee meet the minimum Education/Certification requirement(s) for the proposed Job Role?³	Yes	No
Does the employee meet the minimum Experience requirement for the proposed Job Role?³	Yes	No

¹ Refer to employee information found in Blue Talent under Performance tab > Search for Employees > Snapshot

² Refer to employee information found in HR Self Service

³ Refer to the IT Job Family Model or Job Profile found in SharePoint under [IT Career Tracks](#)

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Section IV: Promotion / Salary Adjustment Justification

Rationale

(describe how the candidate has demonstrated an increase in performance, motivation, and skills; include at least three examples)

Additional Comments (Optional)

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Section V: Leadership Promotion (required for all management roles⁴)

Current Span of Control (<i># of emp/leased resources</i>)	# Employees	;	# Leased Resources				
Proposed Span of Control (<i># of emp/leased resources</i>)	# Employees	;	# Leased Resources				
Current Direct Reports (<i># of employees only</i>)	# Directors	;	# Managers	;	# Team/Tech Leads	;	# Individual Contributors
Proposed Direct Reports (<i># of employees only</i>)	# Directors	;	# Managers	;	# Team/Tech Leads	;	# Individual Contributors
Leadership Promotion Rationale (describe how the candidate has demonstrated an increase in leadership responsibilities and scope of responsibility; include at least three examples)							

⁴Management roles include a Resource Management responsibility as defined in the IT Job Profile which includes: Team/Technical Lead, Manager, Director roles. For a complete listing of job roles refer to the IT Job Family Model or Job Profile found in SharePoint under [IT Career Tracks](#)