



Request for Promotion

Employee Details

Name:

Department/Team:

Current Job Title:

Date of Submission:

Proposed Job Title:

Promotion Summary

Why is this employee being put forward for promotion?
(outline key achievements, growth, and impact in their current role)

Capability Framework

How does the employee’s performance align with the Capability Framework?
(insert the capability area and how they are currently demonstrating for each area)

Capability Area	Building Foundations	Demonstrating Capability	Enabling and Advising	Inspiring and Mobilising
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐

How does this promotion align with organisational needs?
(ie., growth of the role, business priorities, succession planning, etc.)

Development & Readiness

What additional skills or experience has the employee developed to prepare for this promotion?

Are there any remaining development areas?

☐ None / Ready for promotion

☐ Some development needed

Specify:

Financial Implications

Current Salary:

Proposed Salary (if applicable):

Bonus Adjustment (if applicable):

☐ Yes ☐ No

Timeline (by when):

Approval & Sign-Off

Line Manager Name:

Date:

Line Manager Signature:

HR Review Completed by:

Promotions Board Decision

☐ Approved

☐ Deferred (Feedback Required)

☐ Declined (Feedback Required)

Feedback:

SLT Representative Name:

Comments:

SLT Representative Signature:

Date of Decision:

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