



Request for Promotion Guidance

Promotions Board: How Metaverse VR Support Career Growth

What's This About?

We want to make sure promotions are fair, transparent, and consistent across Metaverse VR (MVR). Our Promotions Board process helps employees understand how career progression links to the capability framework and ensures MVR are making the right decisions for both individuals and the organisation.

How It Works

Identifying Promotion Opportunities

Your Line Manager will work with you to understand your career aspirations and assess your readiness for the next step.

Promotions are based on:

- Your performance and impact
- Your growth against our **Capability Framework**
- A clear business need for the role

Submitting a Promotion Request

Your Line Manager will put together a Promotion Proposal which will include:

- Your current and proposed role
- How your skills and performance meet the next level
- Alignment with our Capability Framework
- Any necessary training or qualifications
- Salary adjustments (if applicable)

HR Review

HR will check that all requests are fair, consistent, and aligned with our job families and bands. HR will also run a calibration check-in against the Capability Framework and liaise with Line Managers to ensure parity across the organisation.

Promotions Board Review

The Promotions Board (made up of the SLT) will review all proposals on a quarterly basis.

Each request will be assessed based on:

- Business need
- Readiness of the individual
- Budget considerations

Decisions will be either:

- **Approved** – You'll be informed of next steps, and HR will process any changes
- **Deferred** – You'll receive feedback on areas to develop, with a clear action plan
- **Declined** – Your Line Manager will discuss the reasons with you and agree on future career growth opportunities

Communicating the Outcome

- Your Line Manager will update you on the Promotions Board's decision
- If approved, your Line Manager will confirm the promotion details, including any salary changes and new responsibilities
- If deferred or declined, we'll give you structured feedback and an agreed development plan

What's Next?

If you're looking to grow within MVR, start by having regular 1:1's with your Line Manager and ensure you have clear objectives outlined and recorded, your Line Manager will help you explore opportunities, understand the Capability Framework, and create a plan to get you to the next level.