



Recommendation For Promotion.

Guidance Notes to Heads of Departments.

These guidelines give information on what must be included when submitting a recommendation for promotion: Grades 2 to 8.

Information you need to provide:

A separate **supporting statement** for each candidate being recommended for promotion. The statement should be **no more than 2 x A4 pages** in length and **must include:**

- § a paragraph explaining the background of the job
- § details of how the job has changed since it was last reviewed
- § examples of activity and achievement at the appropriate level
- § where appropriate, details of the level of responsibility for people management, including whether this involves overseeing the work of others, line management, undertaking SRDS etc

The above information is essential for appropriate consideration to be given to the promotion application.