



Catholic
Charities
of Los Angeles, Inc.

Promotion Justification

Open Requisition Yes No

Employee Information

Employee Name: _____ Employee No: _____

Department/Program _____ Region: _____

Date of Hire: _____ Years in Position: _____

Current Job Title: _____ New Job Title: _____

Current Grade: _____ Proposed Grade: _____

Current Salary: _____ Proposed Salary: _____

Current FLSA Status: Exempt Non-Exempt Proposed FLSA Status: Exempt Non-Exempt

Has Employee met Introductory Period: Yes No

Does Employee have Disciplinary Action: Yes No

If yes to Disciplinary Action, Dates and Reason (Use additional pages if needed):

Does Position Require Degree: Yes No

HS Diploma AA BA /BS Master's J.D. Other _____

Does Employee Meet Qualifications: Yes No

If no, Reason Why: _____

Last Performance Evaluation Score: _____

Promotion Justification

1. Does this employee meet or exceed the minimum qualifications for the new position?
2. Yes No
3. Has this employee completed all training and development requirements as established by the supervisor?
 Yes No
4. Does the employee have a history of documented good job performance?
 Yes No

To be eligible for a promotion an employee must have a satisfactory rating on their performance evaluation within the past six months.

5. Has the person shown an increase in his/her level of competency? Please explain.

6. Has the person demonstrated the ability to perform the responsibilities of the higher level job? Please explain.

7. Does the department have a legitimate need for the new level of responsibilities required of the higher level job? Please explain.

8. Supervisor's Statement: Please provide a brief statement supporting the employee's merit for advancement. (You may use additional sheets if necessary)

Department Manager/ Director: _____ Date: _____

Regional Director or Corporate: _____ Date: _____

Human Resources Director: _____ Date: _____

Chief Executive Director: _____ Date: _____

For HR Use Only

Date Promotion Effective: _____ Processed by: _____