

## Promotion Package Checklist

Refer to [Compensation Webpage](#) for Required Forms/Templates

### **Non-Exempt Classifications** (Technicians, Skilled Trades, Const/Facilities, Admin Support)

- Cover Memo justifying promotion
- Skills Matrix - comparison of position vs. the factors in the appropriate classification matrix
- New Job Description reflecting changes in job scope
- New Performance Expectations for the person being proposed for promotion
- Last two performance ratings

### **Exempt Classifications** (Engineers, Computer Scientists, Assoc/Coord, Staff Administrators)

- Cover Memo justifying promotion
- Skills Matrix - comparison of position vs. the factors in the appropriate classification matrix
- New Job Description reflecting changes in job scope
- FLSA Determination
- New Performance Expectations for the person being proposed for promotion
- Last two performance ratings
- Job Content Questionnaire

### **Scientists**

- Cover Memo justifying promotion
- Skills Matrix - comparison of position vs. the factors in the appropriate classification matrix
- New Job Description reflecting changes in job scope
- New Performance Expectations for the person being proposed for promotion
- Last two performance ratings
- Job Content Questionnaire
- Three external letters of recommendation
- Up-to-date curriculum vitae