

Role of the Promotion Board

Eligibility for consideration for promotion

All employees who are one level lower than the promotion level and who have been at their current level for the required number of appraisal years will be considered for promotion. The appraisal year runs from August 1 to July 31.

The process

The role of the Promotion Board is to assess each candidate's performance against the Statement of Qualifications¹ for the higher level, and to establish an order of merit for appointment. The Board uses the candidate's appraisal report(s) and any other assessment tools, as applicable. Since assessment tools and rating scales may change from year to year, **employees will be provided with updates annually.**

EXAMPLE: A Promotion Board may utilize the following rating scale and weight factors when assessing and scoring candidates:

<u>Rating scale:</u>	0-29	Candidate does not meet requirements for next level
	30-42	Candidate fully meets requirements for next level
	43-50	Candidate at times exceeds requirements for next level

<u>Weight factors:</u>	Knowledge - 15 percent of total score
	Abilities - 35 percent of total score
	Personal suitability - 50 percent of total score

THIS IS ONLY AN EXAMPLE. The rating scale and weight factors may change from year to year depending upon the needs of the Department.

Composition of the Board

There is a separate Board for each level within each stream or occupational group. The Board comprises members who are at least one level higher than the level being reviewed. All members must have a minimum C-level reading ability in their second language.

¹ See Appendix B - Definitions of Qualifications, & Appendix C - Knowledge Definitions