PROMOTION SCORE SHEET
To be completed by the HR designee – Reference SEAM Article B and/or Q

DEPARTMENT: ___________________________ CANDIDATE’S NAME/JDE#: ___________________________

EMPLOYMENT ACTION: ___________________________ DATE: ___________________________

ATTENDANCE
(each percentage point of cumulative unused medical time is worth 1 point, 100 maximum points)

PREVIOUS 24 MONTHS: ___________________________ X ___________________________ % = ___________________________

WRITTEN TEST PART #1: WRITING SAMPLE (100 maximum points)

PANEL MEMBER #1 – Score: ___________________________
PANEL MEMBER #2 – Score: ___________________________
PANEL MEMBER #3 – Score: ___________________________

Total Writing Sample Points: ___________________________ ÷ 3 = ___________________________ X ___________________________ % = ___________________________

WRITTEN TEST PART #2: OPERATIONS (100 maximum points)

_________________________ X ___________________________ % = ___________________________

ORAL INTERVIEW: PERSONAL ATTRIBUTES (Candidate Evaluation Form – 100 maximum points)

PANEL MEMBER #1 – Score: ___________________________
PANEL MEMBER #2 – Score: ___________________________
PANEL MEMBER #3 – Score: ___________________________

Total Personal Attribute Points: ___________________________ ÷ 3 = ___________________________ X ___________________________ % = ___________________________

EDUCATION / OUTSIDE TRAINING / MILITARY if applicable (100 maximum points)

Associate Degree – 20 points* Y / N
Undergraduate Degree - 40 points* Y / N
Post Graduate Degree – 60 points* Y / N
Outside Training Certification – 20 points Y / N
Honorable Discharge from Military Service – 20 points Y / N

*Only points for one education category can be obtained. For example, if a Candidate has an Associate Degree and an Undergraduate Degree, the Candidate will receive 40 points, not 60 points.

Total: ___________________________ X ___________________________ % = ___________________________

TOTAL SCORE: ___________________________
CERTIFICATION

I certify that no Political Reasons or Factors were considered in any decision I made or action I took relating to this Employment Action. Further, I do not know of, or have any reason to believe that, anyone else considered or took action based on Political Reasons or Factors with respect to this Employment Action.

________________________________________________________________________

HR Designee Name (Print)                            Date

________________________________________________________________________

HR Designee Signature

In addition to the above certification, I certify that the scores indicated in this Promotion Score Sheet are calculated correctly.

________________________________________________________________________

Designee (Proof Reader) Name (Print)                                    Date

________________________________________________________________________

Designee (Proof Reader) Signature