

### 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 30 % = \_\_\_\_\_

#### 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 20 % = \_\_\_\_\_

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

\_\_\_\_\_ X 20 % = \_\_\_\_\_

#### 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 20 % = \_\_\_\_\_

#### 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 10 % = \_\_\_\_\_

**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**