Promotional Packet FAQ’s

1. Who should complete a promotional packet?
   1. If you are interested in a supervisor, professional, manager, or director position you should complete a promotional packet.
   2. A Promotional Packet is not necessary to be promoted to a union position.
2. When should I prepare a packet?
   1. You should begin the process immediately. Do not wait until there is an opening that you want to be considered for.
3. Does completing this packet guarantee I will receive a promotion?
   1. After this packet is completed, you will not automatically receive a new position with a new title. There must be a business need for an open position such as a resignation or restructuring. When there is an opening having a completed packet will be a **strong bonus** when all other things are equal between two candidates.
   2. Completion of this packet does not address every performance issue that may be unique to you. Your Performance Evaluation and management counseling will also be considered.
4. How will the items in this packet show you I am ready for the next challenge?
   1. First, the effort to assemble and conduct this project gives insight into the attitude and effort you will bring to work; A willingness to do the extra effort to accomplish a goal.
   2. Secondly, it shows you can problem solve and use data to make decisions.
   3. Third, it will require organization and follow through to complete the packet.
5. I completed one packet and was promoted. I am interested in the next level. Do I have to complete another packet?
   1. Yes. You must complete a project that is commensurate with the position you wish to attain. If you are interested in the next level you must complete another project that reflects the skills and knowledge needed for the new position you want.
6. I completed a packet. I was not promoted the last time there was an opening. Do I have to complete another packet?
   1. No. Your packet, skills, and performance will be considered for every opening on the same level of supervisory, professional, assistant manager, manager or director.
7. What kind of project will be acceptable?
   1. Consider the problems or challenges your department or ASC faces. What data can you gather about this issue? What can you propose as a possible solution?
   2. The greater the responsibility of the position you wish to attain the longer and more difficult the project will be.
   3. Part of the project exercise is for you to determine the problem to address based on your knowledge of the business, customers, and the organization.
8. Can I be promoted without a packet completed?
   1. Yes, however, the packet will give you a **strong bonus** over other internal candidates and external candidates.
9. I am a union employee that does not have a self-evaluation or recent performance evaluation. How can I complete this packet?
   1. You can pick up a self-evaluation from Human Resources to complete. When you submit that to your manager they will complete an evaluation of your current performance and discuss your self-evaluation. This evaluation will not become part of your personnel file until you attach it to your promotion packet.