

# Internal Staff Promotion Evaluation Report

Date: \_\_\_\_\_

## Employee Information

Employee Name: \_\_\_\_\_ Current Position: \_\_\_\_\_  
Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Proposed Position: \_\_\_\_\_ Date of Joining: \_\_\_\_\_

## Evaluation Criteria

Criteria	Comments	Rating (1-5)
Job Knowledge	_____	_____
Work Quality	_____	_____
Initiative	_____	_____
Teamwork/Collaboration	_____	_____
Leadership Skills	_____	_____
Communication	_____	_____
Problem Solving	_____	_____

## Additional Comments

## Recommendation

\_\_\_\_\_  
Evaluator Name & Signature

\_\_\_\_\_  
Date