

HONG KONG BAPTIST UNIVERSITY
Human Resources Office

STRICTLY CONFIDENTIAL

HRO/PRM/F16a

Recommendation for Promotion of Non-teaching Staff

- Notes:**
1. Please fill in all parts of this form and attach a ***Job Specification form***, an ***updated curriculum vitae*** and ***annual performance reports (of past 2 years)*** of the staff under consideration.
 2. The information provided hereunder will be used for processing the case and be presented to Panel members in appropriate meetings for their consideration and deliberation. Please use separate sheet when space provided is not enough.
 3. The completed form will be filed, on completion of the exercise, with the staff's personal file throughout his/her entire service at the University. In compliance with the Personal Data (Privacy) Ordinance, the contents of this form may need to be disclosed to the staff concerned upon request.
 4. For access to or correction of data after submission of this form, please contact the colleague of the Human Resources Office in charge of person data access.

A. Personal Data

Name: _____ Department/Office: _____

Current post: _____ (Band: _____) Date of appointment to current post: _____

B. Service needs/and background for the establishment/upgrading of the position

1. Please provide justifications (and make reference to the following questions).
 - Is it a service expansion due to additional funding, merging of services, restructuring?
 - Is there a need for strengthening operational support/coordination in specific areas of work?
 - Is it a new emphasis related to strategic goal?

2. Please provide (i) one existing organisation chart and one new organisation chart with staff grading structure of the Department/Office as a result of this promotion; and (ii) job description of the new/upgraded post using the specified form.

Endorsement for establishment/upgrading of the position

Signature
(Reporting Associate VP/VP/Provost)

Date

C. Basis of Recommendation

1. Overall evaluation of personal work attitudes, attributes and behaviour

2. Overall evaluation of core competencies, particularly with reference to the ability in meeting performance and expectations of the higher salary band

3. Overall evaluation of service quality

4. Highlights of particular strengths and/or achievements in the past years

5. Capability of self-reflection and commitment to continuous improvement

C. Basis of Recommendation

6. Any particular training/development you would recommend for him/her to undertake in order to assist him/her to perform at the higher band upon promotion

7. Performance Ratings (if any):

Year	Overall Rating

D. Recommendation

Name of Staff Nominated: _____ Staff ID No.: _____ Dept/Off: _____

(To be completed by Human Resources Office)

Current Contract Period: From _____ to _____
 Current Monthly Basic Salary: HK\$ _____ Cash Allowance: _____ %
 Last Salary Adjustment Date: _____

Please tick the appropriate box(es):

To promote to Band _____

effective from _____;

with the change of

☐ post title to _____

☐ salary to HK\$ _____ (+ _____ %)

☐ cash allowance (for Band G or above only) HK\$ _____

Source(s) of Funding and

A/C Code (if available):

☐ UGC Fund _____

☐ Earmarked Grants _____

☐ Private Fund _____

☐ Others _____

 Signature
 (Supervisor/Head of Department/Section/Office)

 Date

E. Comments of the Faculty/School/Office Panel

Signature
(Chairman of Panel/Dean/Head of Office)

Date

F. Approval

Signature
(Approving authority according to reporting relation)

Date