



Rancho Los Amigos National Rehabilitation Center

ADMINISTRATIVE POLICY AND PROCEDURE

**SUBJECT: APPRAISAL OF PROMOTABILITY
GUIDELINES**

**Policy No.: A244
Supersedes: July 31, 2003
Revision Date: January 11, 2008
Reviewed: July 6, 2013
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PURPOSE

To provide raters and reviewers with guidelines for completing an Appraisal of Promotability (AP) for employees competing in a promotional examination.

The AP is management's principal input in a promotional examination, and is a formal recognition of an employee's demonstrated potential to carry out more demanding duties, different responsibilities and/or a higher degree of accountability. The AP is an evaluation, expressed in numerical terms, of the probability of an individual's potential to satisfy all requirements of a higher-level position.

An appraisal shall be based upon all pertinent information available. Performance evaluations are only one of many resources of information upon which an AP is based. Other management observations of employee performance have bearing upon the preparation of an AP. Examples are: commendations, disciplinary actions, length of service, conduct, attendance, attitudes, and the amount, relevance, breadth, type and level of past duties and responsibilities. Any written work prepared by an employee as part of an assignment may also be relevant.

In some cases, it may be appropriate for a rater to consult with past supervisors who are also familiar with candidate's work history. This is particularly so in cases where the rater has supervised a candidate for a short period of time or has otherwise limited knowledge or information about a candidate.

POLICY

The AP rating should be completed for each employee in accordance with the examination standards, instructions, and timeline established by Human Resources.

RESPONSIBILITY

Human Resources

The Exam Unit will notify the manager/supervisor in writing that an AP is required for employees competing in a promotional examination. Included in the request will be a copy of the job bulletin, class specification, examination standards, instructions (attached), the AP form, rating scale and due date.

NOTE: The Department of Health Services has rating standards and special instructions for a number of health-related positions. Therefore, AP forms should only be obtained from Human Resources.

Rater

The AP should be prepared by the immediate supervisor in accordance with the examination standards, instructions, and established timeline.

Reviewer

The Departmental Reviewer is responsible for coordination, proper and timely processing of all APs, ensuring that each candidate is rated by his/her immediate supervisor, and ensuring that no rater is a candidate in the examination.

The Reviewer reviews and approves each AP in accordance with examination standards and procedures.

AP REVIEW

Upon request, the candidate may review his/her AP within ten (10) business days from the postmark date on the envelope containing Notice of Results.

REFERENCES: Los Angeles County Code, Chapter 2.05 and 7.13
Department of Health Services, Policy No. 713
Employee Evaluation and Discipline Guidelines - April 1999

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