

**DEPARTMENT OF HEALTH SERVICES**  
**COUNTY OF LOS ANGELES**



**SUBJECT:** APPRAISAL OF PROMOTABILITY

**POLICY NO. 713**

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**PURPOSE::** To insure objective and fair evaluation of candidates as part of the County's examination process.

**POLICY::** In an Appraisal of Promotability, the employee shall be rated on how he or she will perform at a position requiring additional skills or a greater degree of responsibility than the employee has in his or her present position.

An Appraisal of Promotability is management's best prediction of an employee's suitability for a specific job at a specific time. Appraisals of Promotability for different jobs or at different times may vary based upon a number of factors, including the precise needs of the Department.

After the overall rating has been assigned, the rater shall discuss the Appraisal of Promotability with the candidate. The candidate shall be asked to sign the appraisal to acknowledge that he or she has reviewed it.

**GUIDE::** When rating the candidate, it is important to state factual, concrete supporting evidence. In doing this, the rater should consider the candidate's service records, personal resumes, and other factual written or unwritten information about the candidate as supporting documentation.

**AUTHORITY::** Civil Service Commission Rules.

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**EFFECTIVE DATE:** Jun 28, 1978

**SUPERCEDES:** November 24, 1975

**APPROVED:** Signature on File

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