Management Promotion Template

FOR USE IN THE PRODUCT DEVELOPMENT ORGANIZATION ONLY

LOB VP/SVP:

Employee Name:	██████████	Manager:	██████████
Current Job Code, Job Code Title, and Career Level:	75020.IT Manager	Proposed Job Code, Job Code Title, and Career Level:	75030.IT Snr Manager
# of Years in Current Position:	5.11 years	# of Years in Industry:	22 years
Current Salary:	██████████	Min Salary for Proposed Job Code/Level Salary Range:	
Performance Ratings within the last 3 years:	4	Salary Increase Amt within the last 3 years:	██████████
Equity awarded within the last 3 years:	██████████		

Summary of Experience

Oracle certified DBA with total of 22 years of experience of which 16 years are ██████████
Support and manage ██████████████████████████.
Manage ████████████████████████████
Worked with the Team to meet the ██████████████████████████
Co-ordinate with cross functional stakeholders.
████████ and upgrade of ██████████████████████.
Resolving issues and co-ordination of successful completion of upgrades and ████████ Proactively work with other teams ██████████████████████████████ in resolving potential ████████ and upgrade related issues.
Co-ordination and work with the team members across all regions US, UK and India.
Build executive summary report for Management.

Education:
BE – Electronics and communication ██████
Oracle certified professional.

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MANAGEMENT SKILLS

Managed oracle ████████████████████████████████ in US.
Almost 5 years as Manager in Oracle and additional 5 years as Manager in previous experience.
Lead the team to successfully meet the ███████████████
Demonstrated history of attracting and retaining high caliber employees and facilitating positive morale.
Has respect of peers for management skills and getting tasks accomplished.

SCOPE OF POSITION

Oracle ████████████████████████████████
████████████████

Plan and co-ordinate Changes with other group.
Lead the Team for successful completion of ██████████████ delivery
Co-ordinate with the Dev Teams to debug ████████████ bugs.
Manage the recruitment and on-boarding .
Positive Team building and Conflict resolution.
Lead team to upgrade their skills and technical growth.
Work on Executive reports for upper managements.

METRICS: HEADCOUNT AND SPAN OF CONTROL

Current:	9	# Employees in overall org	32
Proposed:	14	# Employees in overall org	52

SIGNIFICANCE OF POSITION AND IMPACT ON THE COMPANY

With a growing fleet of ██████████████ service ██████ will have a significant contribution in
████████ and upgrade of the ████████.

EXTERNAL VISIBILITY

Successfully Co-ordinated the ████████ and upgrade of highly critical hyper-care customer like - ██████
████████████████████████

TEAMWORK AND INFLUENCE WITHIN ORACLE

As an ████████████████ team US manager, she is not only addressing issues but also work on strate-
gic initiatives to minimize the ████████ and upgrade issues. She has developed good working
Relationships with ████████████████ and ████████████████ team members to quickly address
escalations in new technical areas. She takes ownership of the problems and leads them to closure.

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ACHIEVEMENT

██████ has consistently demonstrated high standards in her deliverables and is well appreciated in the division. She has always been the most sought and approachable person for any issues in ████████ or to seek guidance on any process related queries by ████████ team members in US. Her presence on the ████████████ and ███████ calls would add more value to make quick decisions to resolve.

RECOMMENDATIONS

FROM ████████████

██████

Please find below the recommendations you asked for. Please let me know if you need anything more.

████████████

████████ is a very hardworking and responsible professional.
She is great in multitasking and handles several customer issues in parallel at ease.
She has great interpersonal skills which is required for the role she performs which involves working with several development organizations.
She has an excellent communication skill which is also required skill for her current role.
Her wide technical skills help make decisions to recover from ████████ and upgrade failures.
I strongly recommend ████████ for a Senior Manager, Operations role.

FROM ████████████

██████

████████ has been doing really good job with regard to upgrade and ████████ Upgrade and ████████ is one of the critical infrastructure change activity and needs multi team coordination , bug tracking and closing out on weekly issues. As the fleet increases in size, team management becomes critical across zones. ████████ has been efficiently managing the team. She has been increasing productivity and time management of her team and that shows up as productivity gain in managing upgrades of 2 critical releases at the same time. ████████ has been a hard worker working 24/7 and weekends in ensuring upgrade timelines are met. ████████ has shown effective leadership and is already performing at the level of M3. I am recommending her as Senior manager.

Thanks,

████████████

FROM ████████████

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I would like to recommend promotion for ███████ I have been working with her on various operational tasks for ███████ and am impressed with her technical, communication and management skills working on this diverse and difficult area. She is essentially responsible for ███████ and upgrading entire ███████ thus keeping ███████ running efficiently. It is a very pleasant experience working with ███████ and her team.

Technical Capability: ███████ understands all aspects of ████████████ She is key contact for ███████ and works closely with dev during ███████ and upgrade. She knows complete details of various ████████████ and of tasks involved during upgrades. Her knowledge of infrastructure along with dev content knowledge helps her manage these tasks efficinetly.

Management Skills: ███████ is highly organized in her activities. ███████ play key role in keeping all parts of ███████ function and are always juggling multiple things. ███████ does a great job managing critical issues and priorities. She escalates right issues at right time. She is very good at identifying and delegating issues to her team members across all timezones. Prioritization of various job functions she handles has been her strength.

Team Work and Internal Influence: ███████ is a great team player. With her effective communication skills, she has managed to establish great working relationship with development teams. This contributes a lot to her success. She is always ready to juggle her schedule around to fit various needs. She has been a great mentor to team around her.

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