Management Promotion Template

Employee Name: ▮▮▮▮▮▮▮   **Manager:** ▮▮▮▮▮▮▮▮▮
Current Position: SMTS (IC3)   **Proposed Position:** Manager, M2
# of Years in Current Position: 1.5   **Location:** HQ
# of Years in Industry: 5.2   **Group VP:** Ananth Raghavan

Please address the following factors, including examples when recommending promotions to Management positions.

SUMMARY OF EXPERIENCE

▮▮▮▮▮ has worked on the ▮▮▮▮▮▮▮ since she joined Oracle in June 2013, after she graduated with a MS in Computer Science from Stanford University. She has shown a tremendous capability to contribute to product development by working independently to ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮ ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮. She communicates clearly in meetings and leads discussions to find problems. She also has shown the ability to work well both with senior technical staff, new employees, and other managers. In addition, she has played a technical lead role in the area of ▮▮▮▮▮▮▮▮ since last promotion. Finally, she was selected to serve as an ▮▮▮ expert to attend the ▮▮▮▮▮▮ program in ▮▮▮▮▮ She earned high praises from the ▮▮▮▮▮ team and from the ▮▮ customers.

While at Oracle, she has completed the following:

- Designed, implemented, and documented the ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮
- Co-designed, implemented, and documented the ▮▮▮▮▮▮▮▮▮▮▮▮▮▮ ▮▮▮▮
- Led other developers in developing and maintaining the ▮▮▮▮▮▮▮▮▮
- Implemented numerous features for the ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮ ▮▮▮▮▮
- Co-hosted ▮▮▮▮▮▮▮▮▮▮▮ for ▮▮ customers.
- Added a new ▮▮▮▮▮▮ to the product. The ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮
- Designed and implemented a ▮▮▮▮▮▮▮▮▮▮
- Designed and implemented the ▮▮▮▮▮▮▮▮
- Implemented the original version of the ▮▮▮▮▮▮▮ and transferred the ownership to others.

Experience prior to Oracle:

Education:
Stanford University, Stanford, CA ▮▮▮▮▮▮
Master of Science in Electrical Engineering (GPA 3.90)
Relevant coursework in computer networks, operating systems, programming, algorithm, machine learning, digital signal processing, and semiconductor devices.

Prior Full-Time Work Experience:
▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮ California 06/2012-09/2012
▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮ 08/2009-11/2010.

MANAGEMENT SKILLS

▮▮▮▮ has done a very good job in coordinating work with the other technical areas of the ▮▮▮▮▮▮▮ and has successfully demonstrated her leadership in ▮▮▮▮▮▮▮▮▮▮▮ She is well liked and respected by other developers. She communicates very well both orally and in writing.

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SCOPE OF POSITION

This position will extend the capabilities of ██████ to ███████████████████████████████████
██████

SIGNIFICANCE OF POSITION AND IMPACT ON THE COMPANY

████████████████ is highly visible to █████ as ██████████████████████ and █████'s
team is at the core of this effort to █████████████████████████████████████

EXTERNAL VISIBILITY

Many existing customers of █████████, such as ████████████████, are extremely interested in ███
██████████████████████████████████

TEAMWORK AND INFLUENCE WITHIN ORACLE

██████ speaks clearly about her ideas and opinions in technical discussions, white-boarding sessions,
and meetings. She writes or revises ██████████████████████████████████████
██████████████████████.Due to her technical expertise, she has worked
closely with customer facing teams like product management and support. She has also visited ██████████
and made technical presentations about ███████████████ Given that ███████████████is just
around the corner and a few internal teams are eager to participate in the ███ we expect █████will have
many interactions with them.

ACHIEVEMENT

██████ is a superstar in the █████████ team and has a Masters from ████████. ███████████was
managing the █████████ scale-out effort and his departure on █████ has cast a significant pall on the
team: Several team members including ██████ have come to us with concerns and are thinking of
exploring new career options. We need to make sure that ██████is happy since we are asking her to
manage the ████████████████████████████. If we want to successfully deliver ███████████ as
a ███████████ later this year, it is imperative that ██████stay. The members of the grid team as well the
broader ██████████team will look to ██████ for leadership.

██████ is also a very good communicator and is effective with customers.
She helped to host a successful ██████████████████████████
Several key customers including ██████████, which accounts for ██████████████revenue per year are
betting on █████████████████████████████████████ Internal customres like ████████
are also interested in using ███We see
██████████ as a key evangelist for this technology.

██████████ may also be a future superstar contributor to the ███████████effort with her background in
█████████████████████████████ A lot of the concepts in ██████are similar to those
addressed in ████████████

██████████ has received the following ratings over the last 3 years which reflects her outstanding
contributions and her critical role in T████████████

FY17: 5 - Outstanding
FY16: 5 - Outstanding
FY15: 4 - Exceeds Expectations

For this promotion, we also have approval from HR to boost her salary to ████████

RECOMMENDATIONS

Recommendation from ██████████████████Architect ██████████████████████

I am very happy to recommend ████████████ for promotion to ████████████

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████ is a key member of the **████████** team. As an individual contributor she has been deeply involved in the design and implementation of some of the most challenging parts of the project. She has a great understanding of how the system works and can explain issues well. She is an excellent developer who can work easily in a number of environments.

I am confident that she will be a wonderful manager for the team. She has a wonderful work ethic, tracks issues carefully and works hard to make sure everyone who should be involved in various projects / issues is involved.

In short, she is a wonderful asset to the **████** team and is quite deserving of this promotion.

Recommendation from ████████████ CMTS ████████████████

████ has been an outstanding contributor to the **████** team. With her sharp skills and strong motivation, she has successfully **████████████████████████** for the new **████████** With each of these projects, she has delivered them on-time and with good quality. **████** has also taken on the **████████████████████████** which is possibly the most technically challenging aspect. She is an enthusiastic and collaborative team player. Recently she has been a mentor to 3 new team members and drove some of the projects they have worked on. She has already taken on some management tasks and has skillfully performed them.

████ should be recognized for all the contributions she has made with a well deserved promotion.

Recommendation from ████████████ CMTS ████████████████
To whom it may concern:

I've been working closely with **████████** in the **████████████████████** ever since she was newly hired. I have been very impressed with **████**'s organization skills, attention to detail, **████** **████████** project management, and inter-personal skills. She temporarily acted as a manager of the group she was in while the official manager was on vacation and she excelled in that role. **████** does a great job of looking at the big picture when it comes to problem solving and helping those around her to achieve a common goal. She will make a great first-line manager.

Position Criteria

(Senior management positions may include unique requirements, therefore template metrics are general guidelines, not hard rules.)

FACTOR	DIRECTOR	SR. DIRECTOR	VICE PRESIDENT
Summary Of Experience	Requires 8+ years of related managerial/technical experience, including at least 2+ years as Sr. Manager. Works on projects of high conceptual complexity. Provide tenure in current position and overview of prior jobs held. **Those with teams under 15 must have at least 10**	Requires 10+ years of related managerial/technical experience. Should have broad functional experience, enabling management of product mgt., QA, tools, Doc, etc. Directs and controls activities through managers. Works on projects of high conceptual complexity. Provide tenure in current position and	Requires 12+ years of related experience. Directs and controls activities through directors. High conceptual complexity, with significant intangible or external factors, performing significant management or leadership roles. Provide tenure in current position and

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	years of related managerial/technical experience, 5 years in senior manager position, and 5 reports.	overview of prior jobs held. Those with teams under 20 must have at least 15 years of related managerial/technical experience, 5 years in director position, and 15 reports.	overview of prior jobs held.
Management Skills	Mgt. skills more task focused within their group. Demonstrated history of attracting and retaining high caliber employees and facilitating positive morale. Group managed has low turnover rate, meets/beats project due date and shows teamwork. Has respect of peers for management skills and getting tasks accomplished. Excels in current position.	Mgt. skills divided between group task focus and problem solving between groups in division. Demonstrated history of attracting and retaining high caliber employees and facilitating positive morale. Group managed has low turnover rate, meets/beats project due date and shows teamwork. Has respect of peers for management skills and getting tasks accomplished. Excels in current position.	Executive level mgt. skills as shown in communication, leadership or strategic initiatives. Leads problem resolution and agenda setting within and between divisions. Demonstrated history of attracting and retaining high caliber employees and facilitating positive morale. Group managed has low turnover rate, meets/beats project due date and shows teamwork. Has respect of peers for management skills and getting tasks accomplished. Excels in current position.
Scope Of Position	Manages teams or virtual teams of 15-30 developers. Responsible for a project or software area. Full responsibility for architecture of 1 or more layer or subsystem within a product or medium sized product. **Those with teams under 15 must have at least 10 years of related managerial/technical experience, 5 years in senior manager position, and 5 reports.**	Manages teams or virtual teams of 20-40 developers with responsibility for a product or product set, or a substantial portion of a very large product. Full responsibility for architecture of 1 or more layer or subsystem within a product or medium sized product. **Those with teams under 20 must have at least 15 years of related managerial/technical experience, 5 years in director position, and 15 reports.**	Manages large staff of 30+ structured into teams or sections. Full responsibility for a product group, large product or function. Completes projects that span product or organizational boundaries.
Significance of Position and Impact	Technology or product area is critical to the	Technology or product area is critical to the success of	Decisions have serious impact on success of

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On Oracle	success of Oracle's strategic goals. Decisions impact schedule and group operations of Development and may impact revenue. Decisions may be visible to Development SVP and senior management. Actively defines product goals/directions within their area and indirectly with multiple other areas.	Oracle's strategic goals. Decisions impact schedule and group operations of Development and possibly other divisions. Decisions are visible to Development SVP and generally other senior management. Actively defines product goals/directions and is fully responsible for their establishment within their area and indirectly impacts multiple other areas. Suggests and justifies product direction with VP/SVP approval	division and company operations. Plays major role in developing corporate and/or division strategies and policies. Sets standards and procedures in a significant product area or product family. Suggests and justifies product direction with SVP/EVP approval.
External Visibility	Visible	Highly visible	Highly visible, may meet with or represent Oracle with external contacts such as industry forums, key customers, partners, press or analysts.
Teamwork and Internal Influence	Some interaction with other groups, influences decisions. Should exhibit effective teamwork with directors and above within Development and across Oracle.	Interacts with other groups, driving action plans and decisions. Broad influence with: senior management. Should exhibit effective teamwork with directors and above within Development and across Oracle on critical matters.	Significant interaction within and across divisions and highly successful in driving strategic level decisions and action plans with these groups. Regularly interacts with Oracle senior management and major customers on critical matters
Achievements	Technical or managerial stature recognized within group and/or Oracle. Represents group within Oracle. Under broad direction, defines requirements for new projects and specifies designs and develops software to those requirements.	Technical or managerial stature recognized within group, widely within and outside Oracle. Defines requirements for new projects and specifies designs and develops software to those requirements. Represents group within Oracle	Technical or managerial stature recognized within group, widely across and outside Oracle. Defines requirements for new projects and specifies designs and develops product components accordingly. Represents group and Oracle both within and outside the company.
Recommendations	From Development senior management outside of VP's group	From senior managers, both within and outside Development.	From senior managers, both within and outside Development.

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