Promotion preparation checklist

Confirm the process

General reflection only. Follow current agency requirements. Do not enter confidential workplace information.

Target role and agency:

Announcement link and closing date:

Required qualifications and documents:

Selection instructions verified with:

Promotion preparation checklist

Build your evidence

General reflection only. Follow current agency requirements. Do not enter confidential workplace information.

[ ] Compare current duties with target responsibilities

[ ] Choose three truthful leadership examples

[ ] Separate your contribution from the team's contribution

[ ] Remove confidential details and unsupported numbers

[ ] Prepare a development gap and a concrete learning plan

Promotion preparation checklist

Practice and finish

General reflection only. Follow current agency requirements. Do not enter confidential workplace information.

[ ] Answer an original practice question without reading a script

[ ] Explain why you chose your approach

[ ] Ask a reviewer to challenge unclear reasoning

[ ] Verify submitted documents and interview arrangements

Next action, owner, and date: