**Promotion—Supervisor**

1. Obtain verification form from student
2. Attach verification from student to PAF
3. Submit verification and PAF to Student Employment

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**Training Program Approval—Supervisor**

1. Obtain template from HR website
2. Fill in template
3. Get VP approval
4. Send to HR

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**Training & Performance Raise—Supervisor**

1. Inform student about iLead or department training program
2. iLead: obtain iLead verification from student
3. Department training: Provide department certification for student
4. Attach verification to PAF
5. Submit verification, PAF, Performance Evaluation, and copy of Training Program to Student Employment
Promotion—Student

Complete required modules on iLead (go to ilead@byuh.edu for sign up)

Contact iLead for verification email

Print verification and submit to supervisor

Training Raise—Student

Obtain department training program. If it includes iLead:

Go to ilead@byuh.edu and in the box titled "What is iLead for Employment" click START NOW

Contact iLead for verification email

Print verification and submit to supervisor