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Internal Career Advancement Request Form

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| Name: |       |
| Department: |       |
| Hiring Manager: |       |
| OES Posting Number:  |       |

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| Justification for Request:      |

Attachments:

[ ]  Job Description Questionnaire

[ ]  Resume of Approved Candidate

[ ]  New Organization Chart

Approvals:

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Signature: | Date: |
| Hiring Manager: | [ ]  Approved [ ]  Disapproved |  |  |
| Cabinet-Level Administrative Officer: | [ ]  Approved [ ]  Disapproved |  |  |
| Human Resources: | [ ]  Approved [ ]  Disapproved |  |  |
| Office of Diversity and Equity: | [ ]  Approved [ ]  Disapproved |  |  |

Presidential Review (If Disapproved by Office of Diversity and Equity):

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|       |

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|  |  | Signature: | Date: |
| President: | [ ]  Approved [ ]  Disapproved |  |  |