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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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| --- | --- | --- | --- |
|  |  | Signature: | Date: |
| President: | Approved  Disapproved |  |  |