

Internal Progressive Promotion Form

1. Employee Information

Employee Legal Name	First	Middle	Last
Employee GWID	Division/School		
Most recent performance rating:			Please attach current resume.

2. Transaction Details

Summary of candidate's qualifications for the position:			
Why do the candidate's knowledge, experience, and skill level uniquely qualify him/her for the position?			
Please specify why others were not qualified or considered for the position.			
Eligibility criteria: The employee:			
Is currently employed in a regular position	Yes	No	Has successfully completed the Introductory Employment Period (IEP)
			Yes
			No
Meets or exceeds the minimum required qualifications of the position	Yes	No	Requested new rate of pay <i>(Annual for exempt, hourly for non-exempt)</i>

3. Approvals – Route to next appropriate approver

	Print Name	Signature	Date
Hiring Manager			
Next Level Approver			

Please attach employee resume and submit completed form to your HR representative.

4. To be completed by HR representative

New Position Number*		Effective Date**	
Approval:	Print Name	Signature	Date
HR Director			

*Must be different from the employee's current position number.

**Date must be no sooner than the start of the next pay period, following the approval of the promotion and employee notification.