



FLORIDA INTERNATIONAL UNIVERSITY REQUEST FOR PROMOTION

Instructions:

- 1) Submit completed Request for Promotion form to the Division of Human Resources University Park, PC 234, Attention: Workforce Recruitment.
- 2) Attach an updated employment application via the **JOBSLink** website with this request, **IF** there have been changes (i.e. address change, new phone number, degrees, work experience, etc.) since submission of last application. You can access the JOBSLink website by visiting <http://www.fiujobs.org>.

EMPLOYEE INFORMATION:

NAME: _____	EMPLOYEE ID: _____ - _____
DEPARTMENT: PUBLIC SAFETY	TELEPHONE: _____
CAMPUS _____	EMAIL: _____
	CURRENT _____
	CLASSIFICATION: _____

REQUEST FOR PROMOTION:

I am an employee with permanent status in my current Staff classification and would like to be considered for promotion to:

<u>CLASS(ES)</u>	<u>DEPARTMENT(S)</u>
_____	_____
_____	_____
_____	_____

I understand that as position vacancies occur in the classes identified above for which I am determined eligible, my application will be automatically submitted to the applicant pool (s) for the vacancy.

All Requests for Promotion Forms automatically expire on June 30th of each year.

_____ Employee Signature	_____ Date
-----------------------------	---------------

To be completed by the Division of Human Resources only:

Permanent status attained in current class on: ____ / ____ / ____.

Current performance appraisal ranking: Exceeds Achieves Below