

## Human Resources: Promotion Through a Job Posting

### Eligibility

To be eligible for promotion to a higher level position through a job posting the employee must:

- Have served satisfactorily in their present position for at least 6 months.
- Be qualified to perform the duties at the advanced level.
- Meet the minimum preferred education and experience qualifications as set forth in the position description for the advanced level.
- Be recommended by their immediate current supervisor.

### Process

If an employee feels qualified for a position which has been posted within the Institution employment site, application should be made on-line through the Current Employee application site. If after reviewing a current employee's on-line application, a hiring manager is further interested in that employee, they are encouraged to contact their [Employment Services Specialist](#) to arrange a time to review the employee's employment file. Employment files must be reviewed in the Human Resources Office.

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