



## Promotion Checklist

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Promotion  
Requested: \_\_\_\_\_ By: \_\_\_\_\_

1. Served satisfactorily in present grade for at least 6 month.

Yes  No

2. Qualified to perform the duties of the higher position.

Yes  No

3. Meets the minimum education and experience requirements as set forth in the current position description for the higher position.

Yes  No

4. Recommended in writing by the immediate supervisor.

Yes  No

5. Authorization to Hire, Promote or Transfer submitted.

Yes  No

6. Most recent evaluation report attached.

Yes  No

7. Position requires approval by:

- Assoc. Director for Research
- Assoc. Director for Finance & Administration
- Assoc. Director for Education
- Assoc. Director for Marine Operations

8. Other Comments:

H.R. Representative Reviewing

Records: \_\_\_\_\_ Date: \_\_\_\_\_