



Ensure the most current form is submitted. Refer to EMACS Forms/Procedures website.

# TRAINEE PROMOTION

Must print in Black or Blue ink ONLY

Employee ID	Rcd No.	Last Name, First Name
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## Current Job Code Title

Job Code	Job Code Title	Department
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Employee has successfully completed trainee requirements and is now eligible for promotion to:

Job Code	Job Code Title	Effective Date
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Appointing Authority or Designee (Print & Sign)	Phone No.	Date
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### *Office Use Only*

Reviewed By (Employee ID)	Date	Keyed By (Employee ID)	Date
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