BACKGROUND

Because of the University's interest in assisting and providing promotional opportunities for its current employees, it is appropriate to establish different criteria for determining what constitutes a complete application package for a promotional examination than for an open competitive examination. This personnel policy bulletin addresses the criteria for a promotional examination.

POLICY

For promotional exams only, an application will be accepted when, after the close of the filing period, an application initially accepted by the University is found to be unsigned or lacking the filing fee, provided that the applicant signs the form and/or submits the fee within one week of the date of notification of the required action. The admissibility of any other material initially omitted may be considered on an exam by exam basis at the discretion of the University Personnel Director. Except for these exceptions, an application package is considered final at the close of the filing period.

See PPB 11-90 for information on general criteria for an application for a civil service examination.