

Ollscoil Mhá Nuad

Maynooth University

**2023 Promotion to Grade of Administrative Officer II**

**Internal Reference Letter**

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| **Reference Details** |
| **Candidate’s Name:**  |  |
| **HoD/ Immediate Manager/ senior colleague name:**  |  |
| **Department:**  |  |

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| When completing a reference letter, the HoD/ immediate manager/ senior colleague should refer to the Behavioural Competencies, as set out in the *Call for Promotion* document. A strict 100-word limit applies to the reference letter. Reference letters exceeding the word limit will have the additional words redacted.  |

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| **Recommendation for Promotion** |
| **Do you recommend this candidate for promotion to AOII?** | Yes / No |
| **Please give reasons for your answer (maximum 100 words).** |
|  |
| Please state your word count here (no more than 100): |