

Ollscoil Mhá Nuad

Maynooth University

**2023 Promotion to Grade of Senior Executive Assistant**

**Internal Reference Letter**

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

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| A HoD/ immediate manager/ senior colleague should refer to the Behavioural Competencies, as set out in the Promotion Scheme document when completing a reference for an employee. |

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