

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): |