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| **Edited by** | **I'm counting on.** |
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**Goal**

**PROMOTIONS**

**Beneficiary**

functionary

**Reference**

 Regulations and regulations of the Ministry of Education - University Council Law - Regulations and Regulations of the Ministry of Human Resources and Social Development

Regulations and regulations of the Ministry of Health (employees of the Ministry of Health Sector at the University) - regulations and regulations of the Ministry of Finance.

**Definitions and shortcuts**

APA:Personnel Management

P:Procedure

**Attached documents**

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**Completion time 0 days**

**The degree of confidentiality of the procedure is normal.**

 **Explain the steps**

1- Offering the jobs to be filled through promotion through a track platform in the Ministry of Human Resources and Social Development.

2- Advertising through the university's website and social media about the jobs that have been introduced on the platform path and the specific criteria for the trade-off and the period of submission available.

3- During the advertising period, the employee advances on the positions offered through the track platform, and the inclusion of training courses, initiatives, achievements and evaluation of job performance through the university's promotion system.

4- After the end of the advertising period, the Department of Personnel affairs studies applications for job applicants, monitors grades and prepares the record through a track platform.

5- Text messages are sent by a track platform as a result obtained by the employee after the trade-off.