To: All Career Employees (obtain list from Cognos report)

Cc: [employment@ucsd.edu](mailto:employment@ucsd.edu)

Subject: Promotional Opportunity - <Enter req number and title>

Dear All,

A promotional opportunity for career employees is available in <department name>, Department Code <enter dep code number>.

**Applicants must meet the following eligibility criteria:**

1. Currently hold a career appointment within the organizational unit/department
2. Meet the minimum required qualifications of the higher-level promotional opportunity as outlined in the job description
3. Have successfully passed probationary period
4. Received a “Solid Performance” (S) rating or higher on their last performance evaluation
5. Have not received documented performance or conduct counseling with a corrective action within the last twelve months of employment

If you would like to be considered for this promotional opportunity, you must take the following steps:

* Review promotional opportunity and apply online: <Insert Unique HireOnline Link>
  + Please note that you must follow this link that includes the invitation code (last XXX digits of the URL); this opportunity is not available via the jobs portal
* Apply by: <enter application deadline>
* If you have questions, need assistance or experience technical difficulties with the application process, please contact <TA Advisor Name> at <TA Advisor e-mail> from Campus HR/Talent Acquisition; additional information about the Staff Promotion Program is available on Blink: <https://blink.ucsd.edu/HR/employment/promotion.html>

**Position overview:**

Insert position overview

**QUALIFICATIONS**

Insert qualification

**SPECIAL CONDITIONS**

Insert special conditions, if applicable

Thank you,

HR Contact Name

Contact Info