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| **Position Number:** | **Position Title:** | | | | |
| **Hiring Manager (Print & Sign):** | | | | **Date:** | |
| **Selected Applicant:** | | | **Abbreviations:** Contributing (C) Journey (J) Advanced (A) | | |
| Key Functional Competencies | | Discussion/Justification  (Explain how employee meets competency.) | | | Level  C J A |
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| Initial Competency Assessment: Contributing (C) ◼ Journey (J) ◼ Advanced (A) ◼ | | | | | |