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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) ◼ |