

## STAFF AUDITOR REQUEST FOR PROGRESSION

NOTE: This request is to be used as a cover sheet/checklist for the progression packet after all requirements are met. Please retain a copy of the completed packet for your records.

### **GENERAL INFORMATION: (Please Print)**

Employee's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Employee's Date of Hire: \_\_\_\_\_ Date to Class \_\_\_\_\_ Employee's tenure in current position: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Supervisor's Title: \_\_\_\_\_ Length of time you have supervised employee: \_\_\_\_\_

Current Classification: (Please check appropriate response)

- Staff Auditor I (AT-28)       Staff Auditor II (AT-32)       Senior Internal Auditor (EX-40)  
 Senior Internal Auditor II (EX-44)

NOTE: The following must be completed by attendance keeper.

Usage within the last 12 months: Sick Leave \_\_\_\_\_ hours    LWOP \_\_\_\_\_ hours    Sick Leave Accrual \_\_\_\_\_ hours

Signature of person verifying attendance: \_\_\_\_\_ Date: \_\_\_\_\_ Phone # \_\_\_\_\_

**REQUEST: I would like to be reviewed for the following progression or proficiency increase:**

- Progression to Staff Auditor II       Staff Auditor II Proficiency Increase       Progression to Sr Internal Auditor  
 Sr Internal Auditor Proficiency Increase       Progression to Sr Internal Auditor II

### **PROGRESSION CHECKLIST OF SUBMITTED DOCUMENTATION:**

- Education (Official copy of transcript(s))  
 Demonstrated Skill Proficiency  
 Continuing education hours verification  
 Required training verification  
 Copy of valid Oklahoma Class "D" Driver License

*I have attached all the required documentation as stated in the Staff Audit Data Analyst Progression Criterion Document and corresponding policies and procedures to be used to evaluate my request for progression. I am performing the responsibilities required for my level and have completed the appropriate coursework, training, and certifications.*

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_