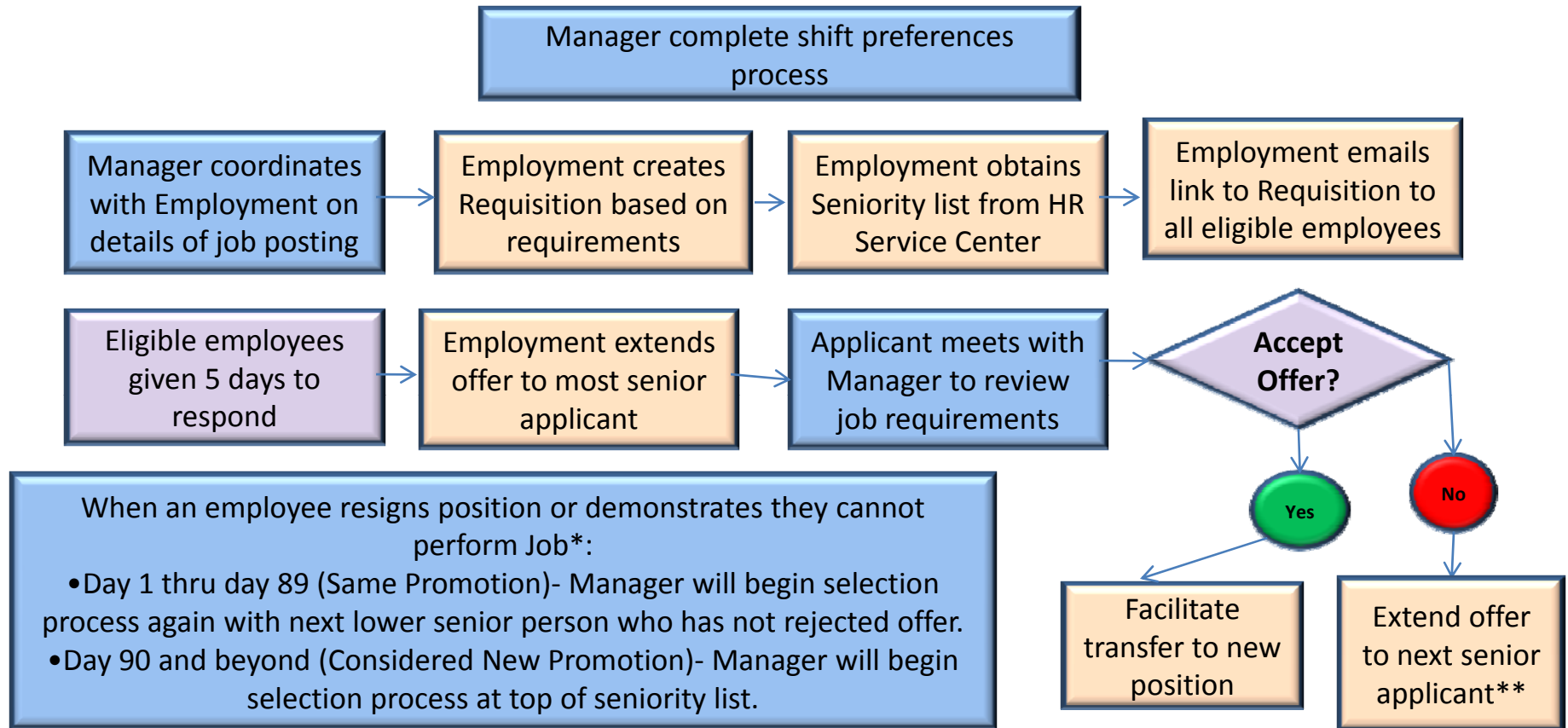


# Inline Promotion Process MOU#5

9/10/10



**Employment Office will:**

- Copy Manager and IAM In-plant Representative on all e-mails
- Assist in scheduling meetings between Manager and Senior Applicant
- Retain all documentation related to the position in Spirit's Applicant Tracking System

**\*Day 1 – 29 – Employee returns to job held prior to promotion**  
**Day 30+ - Employee placed where previous job code and level resource is needed**

**\*\* If there are no more internal applicants, or if all eligible have declined the job, the requisition will be posted externally**