

SKILLED TRADES

INTERNAL POSITION CHANGE REQUEST FORM



The Skilled Trades Union Agreement with the University of Michigan provides procedures for internal position changes: Refer to Article 20 and other applicable sections of the contract, including but not limited to, Section A and Section C.

IMPORTANT:

This form must be completed fully and submitted to your supervisor/manager during the internal posting period, with may be 14 calendar days or 7 calendar days as applicable.

NOTE: This form is not to be used to apply for External Job Postings. An employee who wishes to apply for an External Job Posting outside of their current classification or seniority group should refer to <https://careers.umich.edu>

Last Name:	First Name:
UMID:	Department:
Current Classification Title:	
Current Supervisor:	
Employee Signature:	

Classification Title:
Internal Job Posting Number (if applicable):
Job Opening Department/Work Location:

EMPLOYEE’S SUPERVISOR/MANAGER USE ONLY:

EMPLOYEE’S SUPERVISOR/MANAGER SIGNATURE:
DATE RECEIVED: