***Sample Paragraph for Candidates who are using Credit for Prior Service***

NAME was hired with credit for prior experience. The primary focus for your review should be from [*year*]-present. While you are of course welcome to comment on earlier activities, these activities will receive secondary consideration in our internal processes.

*[If the candidate is using all the initially allotted years of credit for prior service, identify the year at which the employment leading to this assignment of credit began. If the candidate is using only some of the allotted credit years, identify the year that, when combined with the candidate’s years of service at UO, provides a six-year “window” as the period of primary consideration.]*