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| 毕业生档案交寄流程图 | | | | | | | | | |
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|  | 辅导员根据毕业生人数到指导科领取档案袋、档案清单、档案转递通知单等材料  （研究生4月20日前，普通本科毕业生6月20日前） | | | | | | | |  |
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|  | 辅导员根据档案交寄要求填写档案袋、档案清单及档案转递单等 | | | | | | | |  |
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|  | 辅导员根据档案清单分档装袋 | | | | | | | |  |
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|  | 辅导员根据装档情况将档案分类 | | | | | | | |  |
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| 派遣档案 | | | |  |  | 未派遣档案 | | | |
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| 辅导员核实档案材料完整性和准确性 | | | | |  | | --- | |  | |  | 辅导员将未派遣档案分类， 在信封上注明缓派、编级、退学等原因 | | | |
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| 辅导员根据协议书核实档案去向 确定无误封档案袋 | | | |  |  | 辅导员将未派遣档案放入指导科指定存放档案柜 | | | |
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| 辅导员对派遣档案进行分类（邮政、省内各地人才市场等）并将分类好的档案连同电子表格交付指导科 | | | |  |  | 后续派遣 | | | |
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| 指导科将档案分类汇总分发 | | | |  |  |  |  |  |  |
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| 指导科建立当年毕业生交寄档案数据库 提供查询 | | | |  |  |  |  |  |  |
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