



Internal Transfer Request Form

Employees considering an internal transfer must:

- Have held their current position for at least 12 months, have a satisfactory record (documented evaluation of job performance) and have no progressive discipline actions during the last 12 months.
- Review the requested position’s job description on the “S” drive under Education and Work Experience to see if they understand qualification requirements for the position.

Section 1: Employee Information:

Employee Name:	Current Location:	Date:
Title of Available Position:		Location of Available Position:
Current Position:	Current Supervisor:	
Describe in detail the educational background and professional skills that qualify you for this position:		
<p>By completing this form, I acknowledge that this serves as a formal notification of my interest in the position mentioned above. Submission of this form does not guarantee that I will be transferred into another position. In the interest of adequately filling this position, I will be evaluated, along with other applicants, based upon my experience, skills, and qualifications for placement consideration.</p>		
Employee Signature:	Date:	
Supervisor Signature:	Date:	

Section 2: Human Resources Use Only:

Date Received:	Interview Completed:	Job Offered:	Effective Date:
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Internal Transfer Request Procedures:

1. The employee should communicate interest in transferring with their supervisor(s).
2. Employee completes the Internal Transfer Request form, **attaches updated resume**, and submits it to their supervisor(s), who will sign and forward to HR.
3. After reviewing the request and verifying qualifications, HR will forward to receiving supervisor(s).
4. An interview may be scheduled to determine if the receiving school/department wants to accept the transfer. The interview is optional.
5. The receiving supervisor(s) makes a decision to accept or decline the transfer and communicates that decision to the current supervisor(s) and HR.
6. Negotiations between the employee and hiring supervisor(s) at both locations need to be agreed upon and communicated to HR.
7. If the transfer is accepted
 1. And the salary remains the same, a PCF is completed by the current supervisor with a minimum of two weeks' notice as the effective start date at the other school.
 2. For a different position and the salary will change, a new job offer letter needs to be signed by the employee. HR will Email the new job offer letter to the current supervisor to be signed by the employee and scanned back to HR. The original letter with no signature will be destroyed.
8. If the transfer is declined, the employee will be notified by HR.