

Category:	Procedure:	
Human Resources	Filling of Existing Vacancies and Transfers	
Descriptor Code:	Issued Date:	Revised Date:
AP-G-360	June 1997	January 2009

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- 2 1. A list of teachers (transfer roster) requesting a transfer by March 31 to a position in your school or
- 3 department will be provided if a transfer roster is available.
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- 5 2. In the event there are no immediate openings, the principal may or may not conduct interviews of any
- 6 employees requesting a transfer. **HOWEVER, IF A POSITION SHOULD OCCUR WITHIN THE**
- 7 **BUILDING, THE PROCEDURES OUTLINED IN EMPLOYEE-INITIATED TRANSFERS**
- 8 **WILL BE FOLLOWED.**
- 9
- 10 3. Article XVI of the Memorandum of Agreement states that transfer applicants shall be interviewed and
- 11 considered for the position prior to other applicants. "Interview" shall consist of but not be limited to:
- 12 personal, phone, essay, or questionnaire-oral or written.
- 13
- 14 4. You should document your interviews or interview attempts with the individuals from your roster on an
- 15 "Applicants Interviewed Form" (HR-119).
- 16
- 17 5. Let the appropriate Human Resources supervisor know immediately by phone if you recommend a
- 18 transfer applicant for a vacant position. The Human Resources Department will contact the transfer
- 19 applicant.
- 20
- 21 6. The completed "Applicants Interviewed Form" (HR-119), with your recommendation and
- 22 documentation should be forwarded to the appropriate Human Resources supervisor as soon as possible
- 23 (white and canary – keep pink for your records).
- 24
- 25 7. Let the appropriate Human Resources supervisor know immediately by phone if you do not select any
- 26 of the transfer applicants. Return the "Applicants Interviewed Form" (HR-119) with completed
- 27 documentation and "no recommendation" noted at the bottom of the page (keep pink for your records).
- 28
- 29 8. If a list of transfer applicants is not available for the vacant position, access the Searchsoft Applicant
- 30 Tracking System for available candidates.
- 31
- 32 9. Suggested response to an applicant: "I'll be making a recommendation to the Human Resources
- 33 Department for the position after all applicants have been considered. The recommended applicant will
- 34 be contacted at the appropriate time."
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- 36 10. The Human Resources Department will notify each transfer applicant or new applicant of his/her
- 37 selection for the position. Several factors could affect the final recommendation (i.e. budget constraints,
- 38 administrative transfers, racial impact, etc.).
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- 40 11. An "Applicants Interviewed Form" (HR-119) should be completed with interview documentation for
- 41 each position and sent to the appropriate Human Resources supervisor (keep pink for your records).
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- 12. Positions occurring during a school year will be filled from the existing applicant pool.
- 13. Teachers are paid monthly. Payroll cutoff is the 5th day of each month, however a recommendation must be received no later than the 1st in order to allow necessary time for processing.