Process for an agency-to-agency transfer

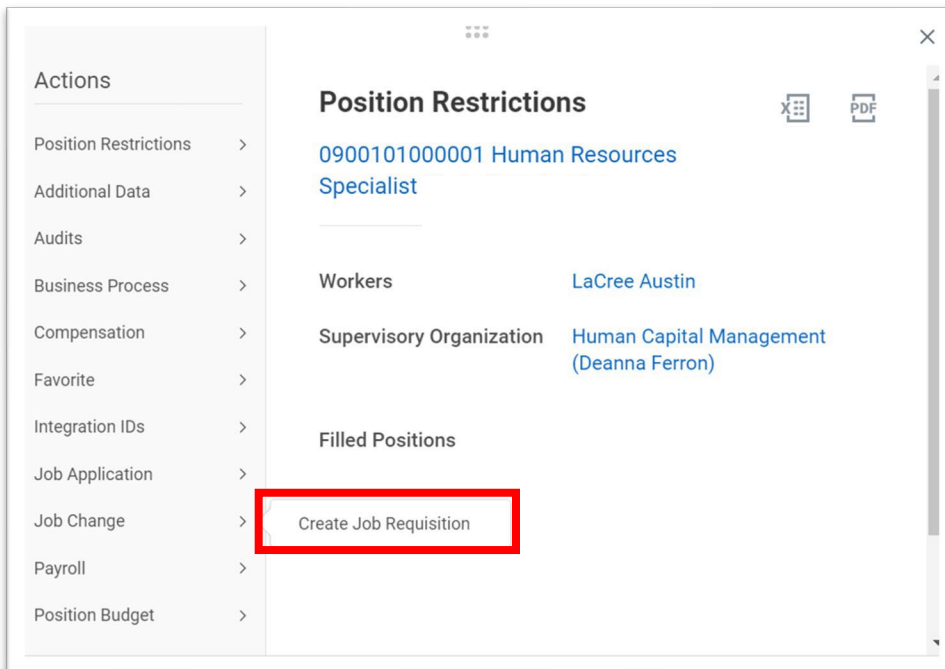**Step 1: Review the position restrictions.**

Update the job profile and default compensation, if needed.

- Instructions on how to complete this is found in the [Hire to Termination job aid](link).

Step 2: Create the job requisition.

To create a job requisition, enter a **Job Change** on the position the employee will fill. The job profile and compensation entered for the job requisition must match what is listed on the position restrictions.
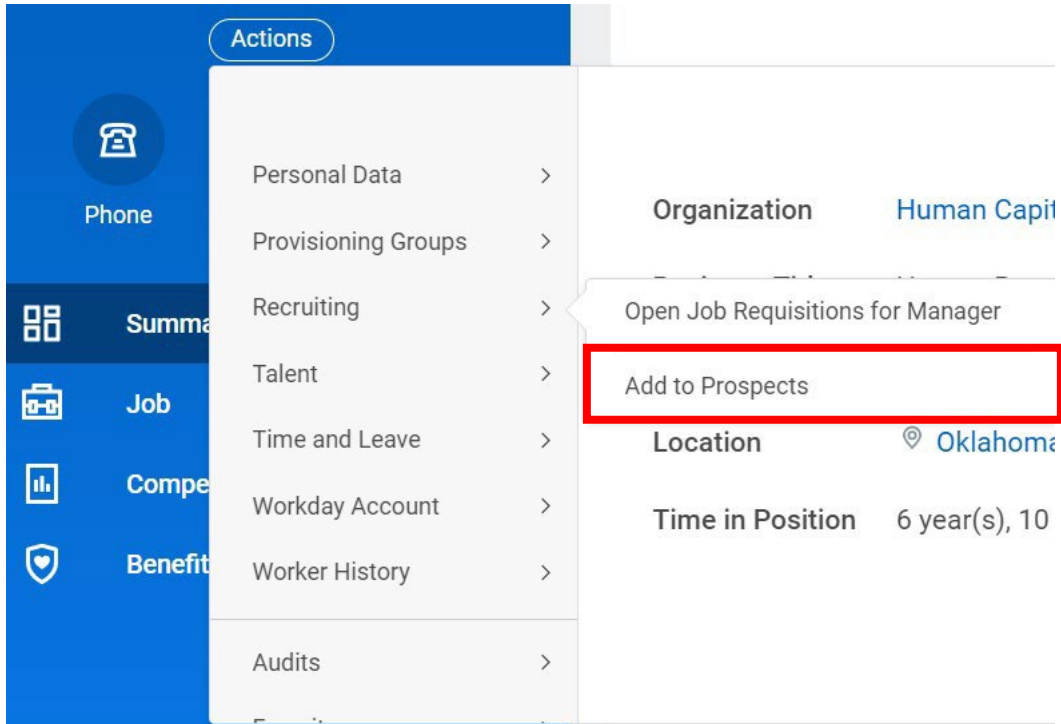

This job requisition **MUST** be posted internally. Be sure to write down the requisition number because you will need it later in the process.

Step 3: Create a candidate profile.

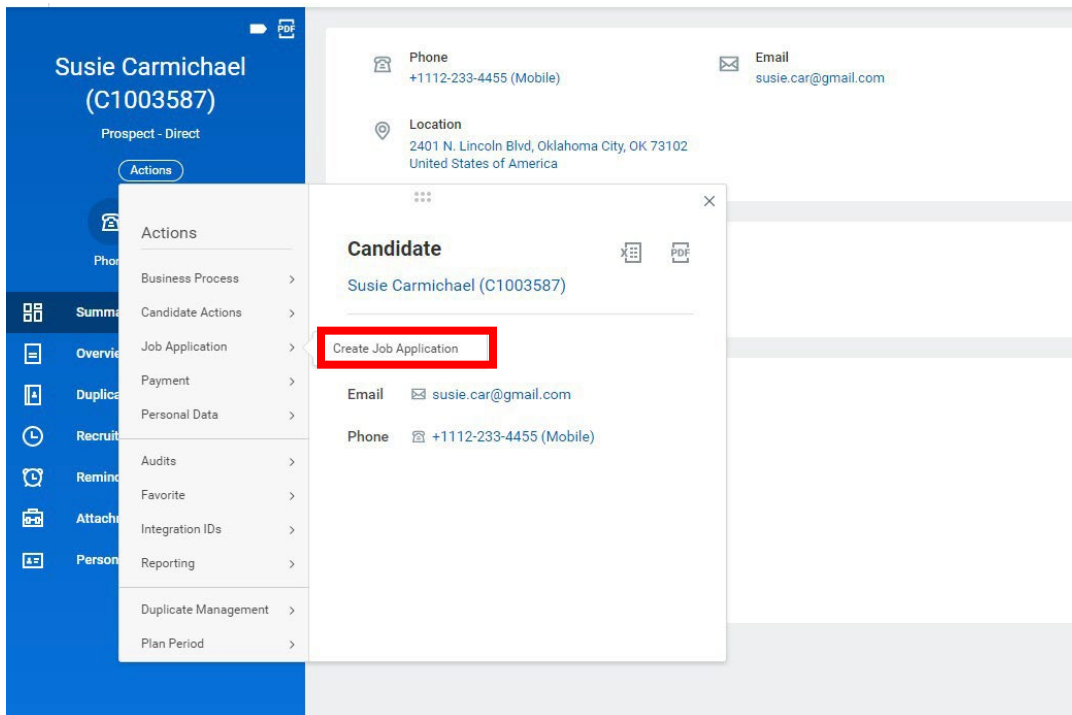Type worker's name in the search box and go to the worker's profile.

Select the **Related Actions** button → **Recruiting** → select **Add to Prospects**.

A pop-up box will give you the option to add education, experience and skills. This information is not needed. Select **OK** to move forward. The system will direct you to the candidate profile.

Step 4: Create an application.

From the candidate profile, you will create a job application.

The box below will pop up. Enter in the job requisition number of the requisition you created in the jobs section.

A pop-up box will give you the option to add education, experience and skills. This information is not needed. Select **OK** to move forward. The system will direct you to the candidate profile. Select the **Job Requisition number** located under the **Job Application Details** on the right side of the candidate profile page.

Step 5: Move candidate to the ready for hire disposition.

Note: You must be listed as the recruiter to complete these steps.

From the job requisition page, select **Review Candidates**. The candidate should be in the review disposition. To prepare them for the hire disposition, select the checkbox next to the candidate's name. Then select **Move Forward** (bottom of the page).

Enter **Offer** in the **Move Selected Candidates to Next Stage** box.

Review

Move Selected Candidates to Next Stage ☐ ✕ Offer ☰

Repeat the steps above to move the candidate to the **Ready for Hire** disposition. Select the checkbox next to the candidate's name. Then select **Move Forward** (bottom of the page). Now, enter **Ready for Hire**.
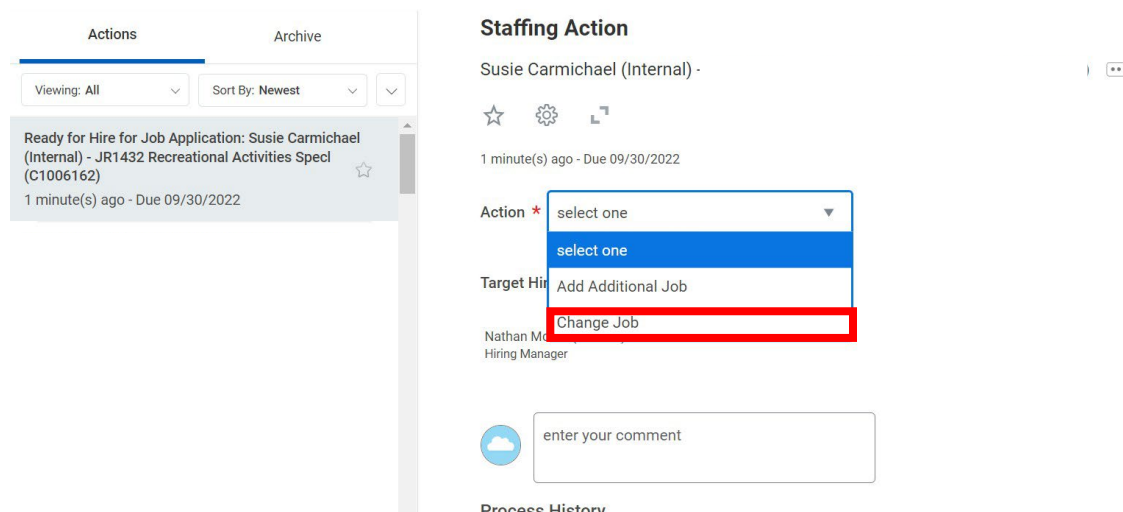
Move Candidates Forward

Offer

Move Selected Candidates to Next Stage ☐ ✕ Ready for Hire ☰

Step 6: Initiate Job Change – Transfer.

Go to your inbox to complete the next task. The action should be **Change Job**. Select **Submit**.

Actions	Archive
Viewing: All ⌄	Sort By: Newest ⌄ ⌄

Ready for Hire for Job Application: Susie Carmichael (Internal) - JR1432 Recreational Activities Specl (C1006162)
1 minute(s) ago - Due 09/30/2022 ☆

Staffing Action

Susie Carmichael (Internal) · ⋯

☆ ⚙ ⤢

1 minute(s) ago - Due 09/30/2022

Action ★ select one ▼

| select one |
| Add Additional Job |
| Change Job |

Target Hir

Nathan Mc
Hiring Manager

☁ enter your comment

Process History

Note: If the recruiter completed the previous steps, the next task will be sent to the HR partner's inbox.

Refresh your inbox and complete the next inbox task. The effective date of the transfer will be entered on this page. The job change will be a **Transfer** → **Transfer to New Agency**.

Note: The page will be completed. For testing purposes, this information has been removed.

Step 7: Notification is sent to separating agency.

The separating agency is sent an inbox task notifying of the transfer. This business process goes back and forth between the agencies to complete multiple tasks. To see on whom the task is awaiting an action, type the employee's name in the search box. Under **Processes**, select the **Transfer** action. Select process to view the remaining processes and see on whom the current step is waiting.