

## Process for an agency-to-agency transfer

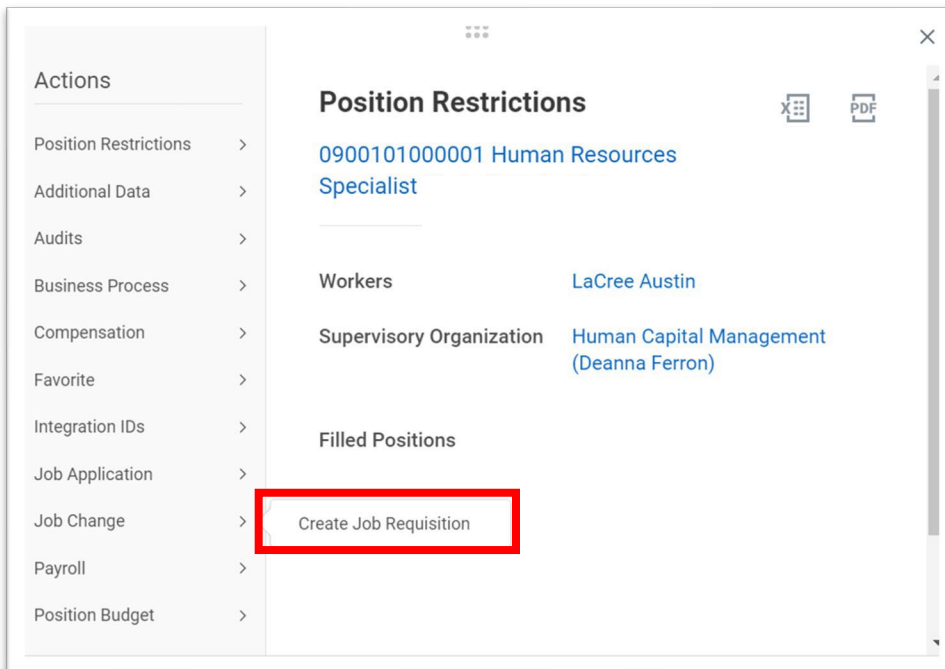
### Step 1: Review the position restrictions.

Update the job profile and default compensation, if needed.

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

### 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.

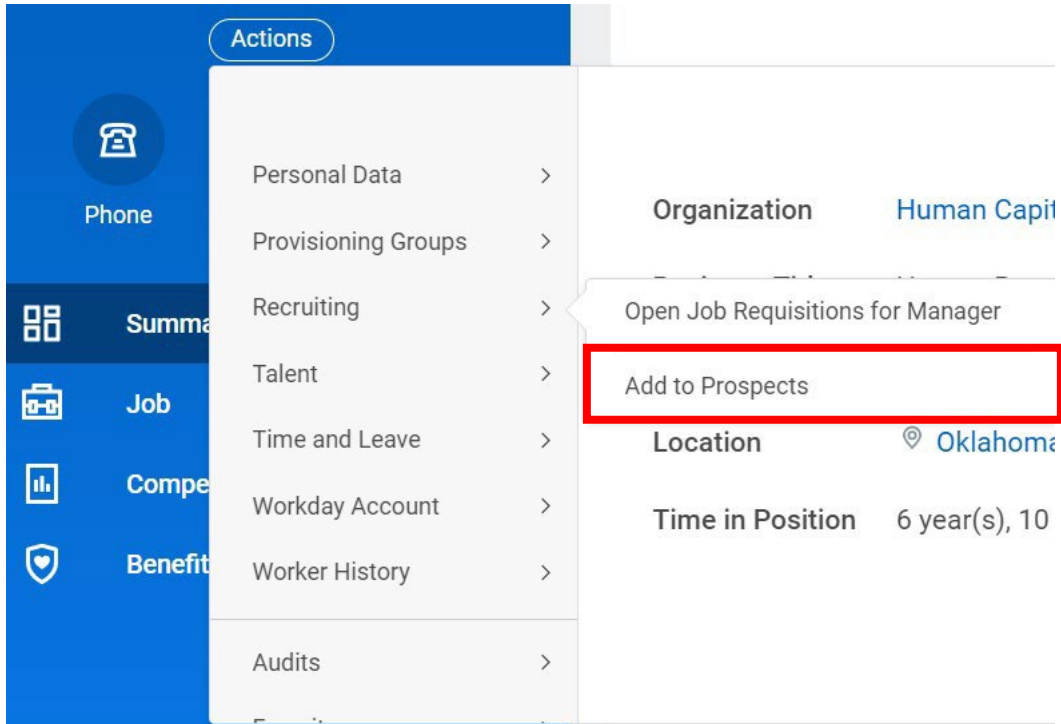


This job requisition **MUST** be posted internally. Be sure to write down the requisition number because you will need it later in the process.

### Step 3: Create a candidate profile.

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

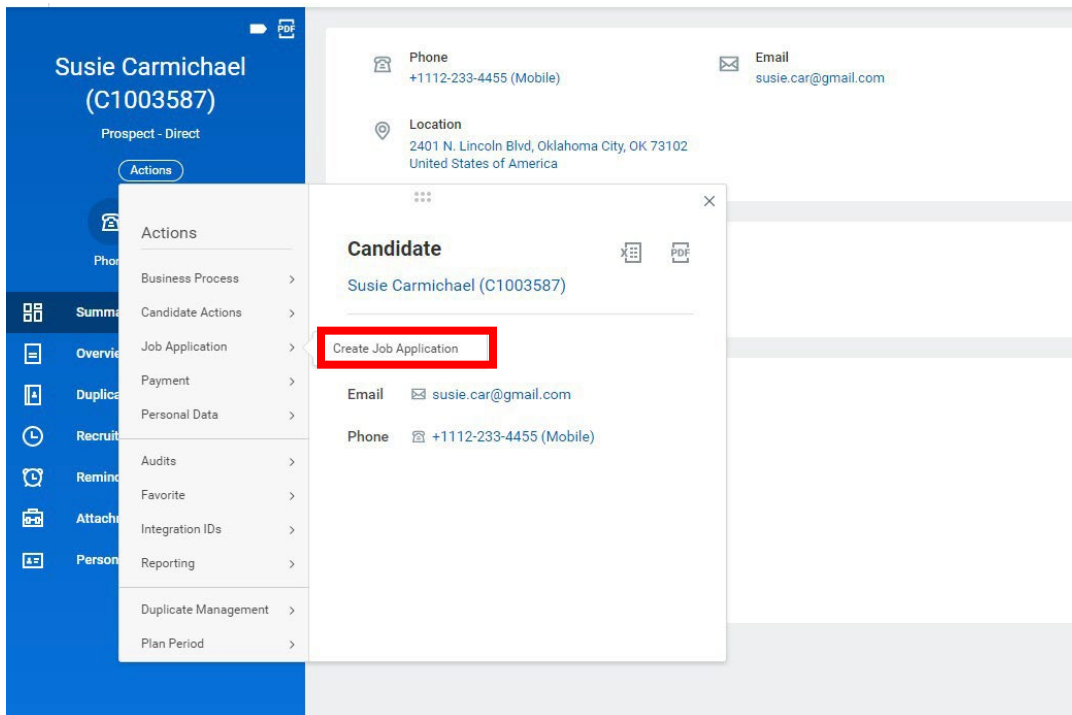
Select the **Related Actions** button → **Recruiting** → select **Add to Prospects**.



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.

✕

### Create Job Application

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Candidate \* ✕ Susie Carmichael (C1003587) ...

Jobs \*

How would you like to fill out this job application?

Manually

Parse Information from a Resume/CV

OK
Cancel

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).

1
-- Review
-- Screen
-- Assessment
-- Interview
-- Reference Check
-- Background Check
-- Offer
-- Ready for Hire

No Filters Applied Saved Filters select one ✕

1 item All 1 selected

Overview Contact Experience Resume

<input type="checkbox"/>	Job Application	Step / Disposition	Awaiting Action	Awaiting Me	Date Applied	Skills Match Score Details	Skills Matched	Skills Not Found	Candidate Preferred Counties	Source	Jobs Applied to	Level(s) Considered For	Candidate Home Account (Displays URL if External C Not Have Account)
<input checked="" type="checkbox"/>	Susie Carmichael (C1006162)	Review	1	Review	09/28/2022	Unable to Score					1		✕ <a href="https://okgov3.wd2.myworkday.com/okgovjobs/login?Job_A631a334caf900157a1a9fc">https://okgov3.wd2.myworkday.com/okgovjobs/login?Job_A631a334caf900157a1a9fc</a>

Move Forward
Decline
Send Message
...

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

**Review**

Move Selected Candidates to Next Stage

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**.

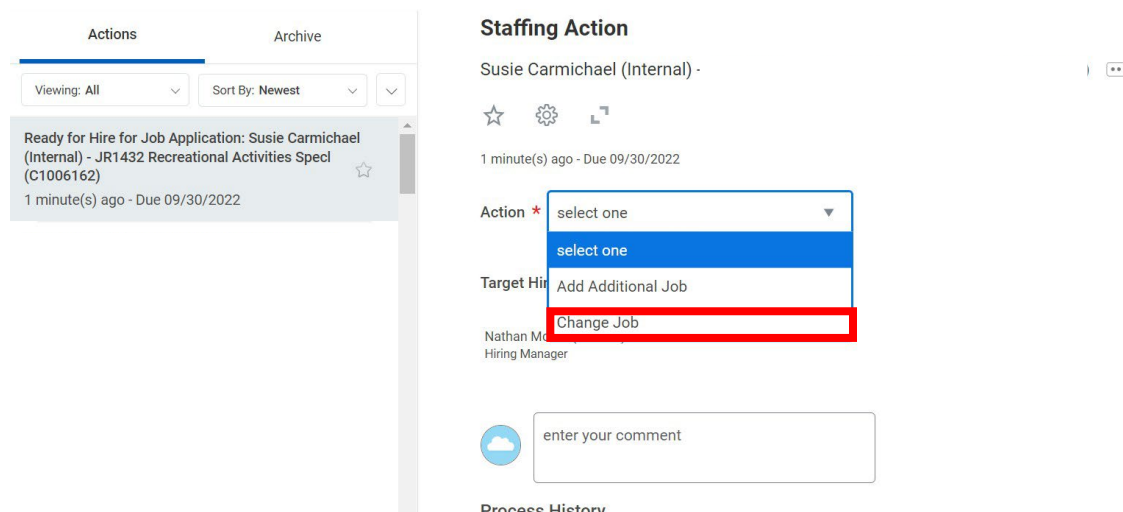
### Move Candidates Forward

**Offer**

Move Selected Candidates to Next Stage

### Step 6: Initiate Job Change – Transfer.

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



The screenshot shows the 'Staffing Action' interface for Susie Carmichael (Internal). The 'Action' dropdown menu is open, with 'Change Job' highlighted in red. The 'Target Hire' dropdown menu is also open, showing 'Add Additional Job' and 'Change Job'. The 'Change Job' option is highlighted in blue. The interface includes a 'Viewing: All' dropdown, a 'Sort By: Newest' dropdown, and a 'Process History' section at the bottom.

**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.


Change Job: Susie Carmichael (357682)  
1 minute(s) ago - Due 10/05/2022; Effective 08/14/2022

Initiated From  
Job Application: Susie Carmichael (Internal) - .

When do you want this change to take effect? \*

08/19/2022 

Why are you making this change? \*

x Transfer to New Agency 

Who will be the manager after this change?

Which team will this person be on after this change?  
Office of Juvenile Affairs-Central Oklahoma Juvenile Cente- (Nathan Moore (345592))

Where will this person be located after this change?  
Tecumseh - 700 S 9th Street

### 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.

## Processes

### Hire: Susie Carmichael (357682)

Hire Employee Event

### Transfer: Susie Carmichael (357682)

Change Job

### Assign Organizations: Susie Carmichael (357682)

Assign Organization