



Classified Transfer and Promotional Process

When a position becomes vacant, it is posted both internally and externally on the Applicant Tracking Systems. HR conducts a paper screening and sorts applications based on whether they are transfers, promotions, or external candidates:

- **Transfer Process**
 - All applicants who meet the criteria for transfer based on Article 11.3, will interview.
 - If qualified transfer candidates are identified, HR schedules interviews
 - All interview questions will be generated by HR with the hiring manager's input as needed
 - The same questions will be used for all interview transfer candidates.
 - If the panel makes a selection, the process is complete.
 - If the panel does not make a selection, HR will schedule interviews for qualified promotional candidates.
- **Promotional Process**
 - Internal Promotional Applicants are given first consideration per Article 15.4.
 - HR will screen the applications and test applicants that meet minimum qualifications.
 - HR schedules interviews for Internal promotion applicants
 - All interview questions will be generated by HR with the hiring manager's input as needed
 - The same questions will be used for all interview promotional candidates.
 - If the panel makes a selection, the process is complete.
 - If the panel does not make a selection, interviews will continue with the outside candidates.
- **External Process**
 - Is identical to the promotional process, but with external candidates.