



Nichols College

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Procedure for Eligibility and Internal Transfer Request

Eligibility to Request a Transfer:

- 1) The employee must have been in their current position for a minimum period of six (6) months.
- 2) The employee must not be currently assigned a Performance Improvement Plan.

Note: Any exception to the above eligibility requirements must be approved by a PC member.

Procedure for Transfers:

- 1) A vacant position will be posted.
- 2) Complete this form and submit it to Human Resources.
- 3) The screening process will be done by the Department Supervisor and representative from the Human Resources office.
- 4) An interview team, including the Department Supervisor will conduct the interviews.
- 5) A determination will be made, and the employee informed on the decision.
- 6) All transfer recommendations could be subject to further approval.