

INTERNAL TRANSFER APPLICATION FORM

Employee Information:	
Name:	Date: /
Home or Cell Phone:	Date of Hire:
Position(s) Held at Nichols College:	
1)	/_ /_ to/_/
01	Department
an additional sheet, resume, or letter if ne	he job description, for the position for which you are applying (attach ecessary).
Approvals:	
Current Supervisor:	
Human Resources:	

See next page for eligibility and procedure information



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.