



RECOMMENDATION FOR EMPLOYMENT FOR TRANSFER OF CLASSIFIED STAFF WORK INSTRUCTIONS (CLS-W003)

The online version of this work instruction is official. Therefore, all printed versions of this document are unofficial copies.

WORK INSTRUCTION: The workflow of the recommendation of employment of an internal candidate, associated forms, and entered into CMCSS' TalentEd Recruit and Hire program.

1. The recommendation and all transfer request forms are submitted via internal transfer portal to the Director of Classified Employment or designee for approval.
2. Once approved by the Director of Classified Employment or designee, the Recommendation for Employment and transfer request form(s) are submitted via internal transfer portal to Classified Representative for Applications & Transfers to process..
3. Review internal transfer portal to verify that all required documentation has been submitted.
 - a. Signed and dated Recommendation for Employment via internal transfer portal
 - b. Signed and dated Approved/Disapproved Transfer Request(s) via internal transfer portal
4. to the Classified Representative for Applications & Transfers will remove the vacancy from the CMCSS website through TalentEd/Unified Talent.
5. Employee will be provided an approval memo by the Director of Classified Employment.
6. Employees that applied for transfer that was not selected will receive a copy (by request only) of the disapproved transfer request.

ASSOCIATED DOCUMENTS

Departmental Procedures [HUM-P001](#), [HUM-P002](#) and [HUM-P003](#)
Personnel file

***** End of Instruction *****