

TEXAS WOMAN'S UNIVERSITY

PROMOTIONS & TRANSFERS CHECKLIST

Completed	#	Action	Person/Group Responsible
	1	<p>NOTES:</p> <p>A. The promoted individual must possess the sole skills, education, qualifications, etc., than anyone else would at the dept./university/public based on the job description</p> <p>B. It can be "internal only" posting if no more than two individual at the department/university would possess the sole skills, qualifications, education, etc. than anyone else at the department/university/public based on the job description; otherwise posting is required.</p> <p>C. Temporary Employees are not internal candidates and are not eligible for promotions/transfers.</p>	Hiring Manager
	2	<p>Abide by the Promotions and Transfers policy as written in the TWU Personnel Pay Plan:</p> <p>"An administrator may promote or transfer a qualified employee to a vacant position within his/her area of responsibility at any time as part of a restructure or reorganization. The qualified employee will have the most or sole possession of the needed position job skills and requirements. Otherwise, job posting requirements will apply. Whenever possible, but not required such change in work assignment is made with due consideration of the employee's performance."</p>	Hiring Manager
	3	<p>Internal candidates applying for promotions or transfers are required to complete the internal application packet, which can be obtained from http://www.twu.edu/recruitment-selection/forms.asp or the Office of Human Resources (HR).</p>	Internal Candidate
	4	<p>Enter the staff vacancy by submitting the request through Oracle iRecruitment. The vacancy will be forwarded through Oracle to the next approver. If the search is to fill an existing position, please attach the resignation letter and any other documentation to the vacancy (Review page – Add Document).</p>	Hiring Manager
	5	<p>Review the current job description and update as needed. If a current job description requires updating or does not exist, contact the Manager of Compensation for instructions.</p>	Hiring Manager
	6	<p>Complete the Applicant Summary Form including the name of the employee you wish to promote or transfer and the anticipated starting date.</p>	Hiring Manager
	7	<p>Applications and the accompanying forms should be checked for completeness and signatures.</p>	Hiring Manager or support employee
	8	<p>Route the following documents to the Office of Human Resources: completed Applicant Summary form; resume and completed internal application to Recruitment personnel.</p>	Hiring Manager or support employee
	9	<p>Recruitment personnel will contact the internal candidate and the official promotion/transfer offer will be extended.</p>	Recruitment Personnel

	10	Once the internal candidate has accepted the promotion/transfer, HR will notify the Hiring Manager of the acceptance and confirm the start date.	Recruitment Personnel
	11	Initiate a Manager Self-Service Transaction Form (MSS - PTF).	Hiring Manager