

COMPLETING CANDIDATE RECOMMENDATION-INTERNAL TRANSFER FORM

1. The Internal Transfer form should be completed only when filling a position through a reassignment of current staff of the same classification (e.g. First Grade Teacher being reassigned to a Third Grade opening) in the same building or to a different building due to changes in student enrollment/program. DO NOT use this form to recommend an internal candidate for any posted vacancy.
2. Log into AppliTrack
3. Click on "Forms"
4. Click on "Fill Out a New Form"
5. Click checkbox next to Candidate Recommendation-Internal Transfer
6. Click "Continue with Selected Forms" at bottom right corner of page
7. Click on "click here" to open form
8. Click on "OK, Continue"
9. Complete form
10. Type your name and click on "Click to Digitally Sign"
11. Select next approver and then click "**Submit Form**" at bottom of page
12. Once the completed form has been final approved by Human Resources, an updated Notification of Assignment will be created and sent to the employee and the internal transfer information will appear on Tab 2 of the next personnel report