

# Navigating the Transfer Process at Washington University

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As you enhance your skills, develop new competencies or pursue different or greater responsibilities, you may have interest in exploring new employment opportunities suited to your experience and future career interests. An updated internal transfer policy and expanded resources aim to help you navigate the transfer and promotion process at Washington University.

Recently, the transfer policy was revised to address feedback from employees. The new policy addresses performance history and provides alternatives to employees who do not have a recent performance evaluation. [View the updated transfer policy.](#)

In addition to revising the transfer policy, Human Resources welcomes Norma Brown to the recruitment team to help with the internal transfer experience. Brown is available to help connect those wishing to transfer to appropriate resources within HR. Contact Norma Brown at [nbrown@wustl.edu](mailto:nbrown@wustl.edu) or 935-2701.

The updated policy and staff support help employees better understand the internal transfer process.

A list of Q&A's will help you learn about resources and navigate the process.

## Frequently Asked Questions Regarding Transferring within the University

### **Who can I go to for assistance with career development at Washington University?**

If you are exploring career paths or setting personal/professional goals, start with the career development consultation services and resources. Career development staff in Human Resources can help you develop skills and gain experiences that will assist you in advancing your career. *Smart Choices* is a career exploration consultation service through HR to provide information and assistance to staff interested in identifying and pursuing new or different career paths at the university.

Whether you are thinking about transferring positions, or want to explore possible career paths to advance within the university, a Smart Choices career development consultant can help you research and identify potential career pathways, make a plan for setting personal and professional goals and connect you to resources and tools that will benefit you in the career development process.

Career development consultants will review your resume and cover letter, help you prepare for an interview and identify methods of acquiring skills and experiences needed for career advancement. [Click here](#) to learn more about Smart Choices and the services available to you.

**If you are applying for positions, refer to these frequently asked questions to help you take the next step in your career.**

**Where should I start if I have a question about seeking transfer opportunities within the University?**

Human Resources welcomes Norma Brown to the Recruitment Team in the new role of Transfer Employee Coordinator. Brown serves as a resource to help employees navigate the internal transfer process. She is available to help connect those wishing to explore transfer opportunities to appropriate resources within HR. She can be reached at nbrown@wustl.edu or at 935-2701.

**What are some helpful tips when applying for a position?**

- Tailor your application materials to the essential functions and preferred qualifications included in the job posting.
  - The system enables you to upload a unique, single document cover letter/resume/CV for each position to which you apply.
  - You will be asked to attach the version of your resume/CV that you wish to use, or select from a list of all versions that you have used for previous applications for that username.
- Organize information in order to make it easy for the hiring manager to quickly see the relevant skills and experience that you could bring to the position.
- If you wish to include a cover letter, make that the first page of your resume/CV single document upload for that position.

**What happens when the application is submitted?**

When you apply for a specific position, your application information is immediately accessible by the hiring manager(s) associated with that position, as well as recruiters. Hiring Managers may follow up directly with candidates of interest based on qualifications for the position.

**Do I have to tell my supervisor that I am looking to transfer positions? At what stage is it appropriate to notify a supervisor?**

In the early stages of applying for a new position, you may be uncomfortable telling your supervisor you are seeking a transfer and are interviewing for a position. If you are not offered the position or discover it is not a good fit during the interview process, you may not want your supervisor to know about the transfer attempt and, in some cases, may be concerned that it could affect your working relationship. Human Resources understands the need for confidentiality.

Online application system tips and features to enable you to confidentially apply and begin the interview process:

- You may include a brief statement in a cover letter or application stating that you wish to keep your job search confidential initially.
- With each reference or supervisor entry, the system asks the question, “May we contact?”.
- Hiring managers can only view applications associated with their posting in the online application system.

It is important to note that hiring managers are advised to obtain supervisory references prior to extending any offers of employment. If it appears an employee will be a final candidate for the position, the current supervisor should be informed. In most cases, it is the employee who notifies the supervisor. If there are specific issues or concerns, the Human Resources Employee Relations team is available to assist employees in this process, as needed.

Final offers of employment cannot be extended if the current supervisor has not been informed. This is important, as it gives the new department an opportunity to get reference information from the current supervisor, as well as allows the current supervisor to proactively prepare for the employee's departure.

### **How can HR help you tell your supervisor?**

The HR Employee Relations team often meets with employees to coach on how to approach the supervisor. Employee relations can coordinate and attend meetings with the employee and current supervisor to help foster open discussions.

### **My supervisor has not completed a recent performance appraisal, how do I satisfy the requirement for a performance appraisal?**

As an alternative to the internal transfer requirement to supply a current performance evaluation (completed within the last 18 months), a written statement giving feedback from the current supervisor or 2 current signed letters of professional recommendation (written within the last 18 months) may be provided. Please note: in order to avoid any delays, you can begin applying for positions before uploading the performance appraisal/feedback. To attach these document(s), navigate to "My Activities," and click the "Add Attachments" button. If there are any concerns or issues, the assigned recruiter or the employee relations team can work with your supervisor on your behalf in order to obtain current performance feedback.

### **I interviewed, but have not heard any more regarding my status. How do I check the status of a position?**

Log in to HRMS, Go to "Employee Self-Service > "Careers." The status of position will switch from "open" to "closed" in HRMS. Also, when a position is filled, it is removed from the job openings listing on jobs.wustl.edu. If needed, you can contact Norma Brown for follow up and to facilitate meeting with a recruiter to discuss your status during the process and potential next steps as necessary.

### **How often do internal candidates (employees) actually get the jobs they apply for?**

Data from the past two fiscal years shows that approximately 25 percent of staff hires were current employees. Approximately 6 percent of applicants are current Washington University employees. These statistics are now available to HR and will be tracked quarterly.

### **Who should I go to if I did not get the job I applied for and want feedback, or feel I've been unfairly rejected?**

You may discuss this with HR Employee Relations or Recruitment. They would review what happened with the process and give general feedback on the criteria used to select the final candidate and can also give feedback on your application/background, including what may have kept you from receiving a final offer.