

## Certified Voluntary Transfer Process Opens January 15

The certified transfer Policy (GCK-R) is now posted on the HR website under the employee information and forms link (link below). If you are considering participating in the transfer process for the 2022-2023 school year, we strongly recommend that you read this document in order to understand eligibility and timeline information. We also encourage you to read the following information and directions carefully to ensure an accurate understanding of the established transfer process.

- GCK-R contains specific information regarding eligibility and timeline. Please note, the transfer window closes 30 business days after the date contracts are issued, but no later than June 1st, whichever comes first.
  
- Participation in the Voluntary Transfer process will be completed entirely through the Kyrene online application system, Applicant Tracking.
  - o Interested teachers will need to go to the Kyrene website, select Careers and Employment, then apply now.
  - o On the right side of this page, under Internal Applicants, select Submit an internal application/transfer form. (The link below will take you to this page.)
  - o If you haven't already done so previously, teachers will need to create an account in order to log in and complete the transfer form. Staff will also need to upload a brief resume.
  - o If you have previously created an Applicant Tracking account, please log in and update all pertinent information, including your email address, which needs to be your Kyrene email address in order to access the internal application/transfer form.
  - o Staff will then need to utilize the Applicant Tracking system to select the specific 2022-2023 open/posted vacancies they wish to be considered for.
  
- **IMPORTANT** - In order to be considered for a specific position, teachers must express interest in the specific posting for that position. Please note that teachers will need to log back into Applicant Tracking periodically if they wish to express interest in any future/additional postings after their initial transfer form was submitted. Positions are posted throughout the transfer window as openings arise. Transfer requests will only be considered if a teacher has completed the Applicant Tracking transfer form and selected interest in the specific posting. In summary, as new postings/positions become available, teachers will need to log back into Applicant Tracking and select additional open/posted positions electronically in order to be considered. If a teacher completes the transfer form in Applicant Tracking

but does not select specific postings, this will result in the teacher's transfer request not being considered as it will not be able to be viewed by the hiring administrator.

- Teachers need to express interest in postings that are specific to the site and position. Sometimes "generic" postings are placed on the job board in anticipation of possible future openings. Because these generic postings are not monitored on a daily basis by a specific hiring administrator, these are not transfer eligible postings. You may wish to express interest in an anticipated posting should these postings arise. If the posting is site-specific but anticipated this can be considered transfer eligible.

- Please note that eligible certified staff are welcome to submit transfer requests for open posted classroom teaching positions. Anyone who has an interest in being considered for a non-classroom certified position (e.g. Certified Coordinator), will need to submit a complete application through the online internal application process.

At this time, there are only a few specific 2022-2023 postings. However, we anticipate that additional vacancies will be posted in the future. As stated above, positions are posted on an ongoing basis as openings arise throughout the transfer window. Staff who are interested in participating in the transfer process will want to consider checking for new postings periodically.

If you have additional questions after reading GCK-R, and completing an Applicant Tracking transfer request, please feel free to contact your TM Employment Specialist on the *Contact Us* webpage.

Link to TM web page/GCK-R

[Professional Staff Assignments and Transfers](#)

The following link will take you to the Applicant Tracking log-in page

<http://www.applitrack.com/kyrene/OnlineApp/>