



# INTERNAL APPLICATION PROCESS

## **1 Employee Notice of Intent to Apply for Internal Job Posting**

- Employee consults the RVCDS Hiring/Promotion/Transfer policy to determine eligibility to apply for an internal job posting
- Employee downloads this form from the RVCDS employee resource website
- Employee completes the Employee Section, electronically signs, and forwards to direct supervisor via e-mail

## **2 Supervisor/Program Director Review**

- Supervisor and/or Program Director reviews the employee information and confirms eligibility to apply for an internal job posting
- Supervisor and/or Program Director electronically signs the form and marks "approved" or "denied"
- If denied, the form is returned to employee via e-mail
- If approved, Supervisor forwards the form via e-mail to Program Director for review, then Program Director forwards approved form via e-mail to the HR Generalist

## **3 HR Generalist Review**

- HR Generalist completes the Human Resources section, electronically signs, and forwards to the Executive Director via e-mail

## **4 Executive Director Review**

- Executive Director reviews the form and determines the employee's eligibility to apply.
- Executive Director electronically signs the form and marks as "approved" or "denied" and provides an explanation of approval if needed
- Form is returned to the employee and HR via email

## **5 Employee Applies for Internal Job Posting**

- Upon receipt of fully approved form, employee proceeds to complete internal application in Paycom and uploads approved form