
Employee Transfer List Process

PURPOSE

This process was established to provide regular employees with a completed probationary period the ability to be considered for opportunities at other locations within New Brunswick Community College (NBCC), without having to participate in a competitive process, as long as the position is the same classification and there is no change in employee status or pay rate. This is considered a lateral transfer.

IMPLEMENTATION

The following is the process to follow when an employee is interested in transfer opportunities within NBCC:

Employee:

- Requests to be placed on the transfer list by creating a profile in NBCC's Employee Skills Database (under 'basic profile'; when you select either 'regular part-time' or regular full-time' as your employment status, the transfer list box will pop up) and select your desired transfer location.
- Ensures their profile in the Employee Skills Database is up to date.

Resourcing & Employee Learning Specialist:

- Reviews the staffing request job requirements and consults the transfer list.
 - Requests a copy of the employee's resume.
 - Contacts the hiring manager if someone on the transfer list meets the qualifications.
 - Arranges for an informal interview with the hiring manager to determine position suitability.
 - If there is more than one employee on the transfer list who is interested in the same position, both employees will be invited to an informal interview to determine position suitability. If more than one employee is determined to be suitable, the hiring manager may recommend the candidate who is best suited for the position.
 - Prepares an appointment memo and letter of offer and forwards to the Director, Employee Engagement & Culture, for approval.
 - Contacts the employee on the transfer list, once the appointment has been approved, to extend the offer of employment.
 - Contacts other employee(s) not selected, if more than one meets the qualifications.
 - Reminds hiring manager to complete Help Desk ticket for new employee set up (if required).
- OR
- Proceeds with the competitive process if no suitable candidate is found via the transfer list.