



RECOMMENDATION FOR EMPLOYMENT FOR TRANSFER OF CLASSIFIED STAFF WORK INSTRUCTIONS (CLS-W003)

1.0 SCOPE

- 1.1 This work instruction outlines the process for a Recommendation for Employment for transfer approval received from supervisor/principal.

The online version of this work instruction is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY

- 2.1 Classified Employment Representative

3.0 APPROVAL AUTHORITY

- 3.1 Assistant Human Resources Director
- 3.2 Human Resources Director
- 3.3 Chief Human Resources Officer

4.0 DEFINITIONS

- 4.1 CMCSS: Clarksville-Montgomery County School System
- 4.2 Applicant Tracking: on-line application and electronic vacancy notification

5.0 **WORK INSTRUCTION:** The workflow of the recommendation of employment of an internal candidate, associated forms and entered into CMCSS's Applicant Tracking program.

ACTUAL WORK INSTRUCTIONS ARE PASSWORD PROTECTED.

6.0 ASSOCIATED DOCUMENTS

- 6.1 Recommendation for Employment (HUM-F003)
- 6.2 Transfer Request ([HUM-F005](#))
- 6.3 Departmental Procedures [HUM-P001](#), [HUM-P002](#) and [HUM-P003](#)
- 6.4 Personnel file

7.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/18/08		Initial Release

***** End of Instruction *****