



**KenCrest Job Application Process for Internal Applicants,
Temporary Agency Staff, and Personal Referrals**
October, 2020

The Human Resources Department has outlined a job application process for Internal Applicants (current employees and temporary staff working at KenCrest) and Personal Referrals (outside applicants referred by KenCrest employees).

- **Internal applicants for positions that are the same or similar in responsibilities and/or title (e.g. DSP to LDSP, Admin Secretary to Admin Assistant, etc.)** will not be required to complete an essence mining interview* with Pathways. Internal applicants moving between same or similar jobs in the agency will follow the Internal Transfer Guidelines which require completing the Internal Transfer Request form, having the form signed by the current supervisor, and providing the form and a resume to Human Resources at the jobs@kencrest.org email address. The internal applicant will interview for the position with the Hiring Decision Maker. If the internal applicant is selected to move into a same or similar job, then the employee's job change will be made by way of a Payroll Change Notice form.

The Pathways New Hire Process will be required for any current employees that apply for a position that differs significantly from their current position or is considered promotional, an advancement in position, and/or growth into supervisory role.

Current employees do not apply for new positions online. Current employees for these positions will follow the Internal Transfer Guidelines which include:

1. Completion of an approved Internal Transfer Request form with the current supervisor's signature.
2. Emailing the completed form and a current resume to Human Resources at the jobs@kencrest.org email address.

This information will be provided to the Hiring Decision Maker for review. If the current employee is qualified, then the applicant will be required to complete an essence mining interview with Pathways prior to the interview with the Hiring Decision Maker. If the internal applicant is ultimately selected for the position, then the employee's job change will be made by way of the Payroll Change Notice Form.

- **Temporary Agency Staff and Temporary Employees actively working at KenCrest who would like to pursue a permanent job at KenCrest** will be required to complete the new hire process, which includes completing an online application and having an essence mining interview with Pathways prior to the interview with the Hiring Decision Maker. If the temporary staff is ultimately granted employment, then the standard new hire process will apply: Hiring Approval Form (HAF) must be submitted and clearances/onboarding requirements must be completed.
- **Personal Referrals who would like to pursue a job opportunity at KenCrest** will be required to complete the new hire process, which includes completing an online application and having an essence mining interview with Pathways if qualified for the position. Personal referrals are to be considered outside applicants who must complete the screening process in the proper order before any interview is granted with the Hiring Decision Maker. If the referred person is ultimately granted employment, then the standard new hire process will apply: HAF submitted and clearances/onboarding requirements must be completed.

*The Pathways screening process involves an essence mining interview in which the recruiter learns about the applicant's professional and personal experiential journey and determines whether the applicant would be a good fit for the position and for KenCrest. In situations where there is not a match between an internal applicant and a new job opportunity, then Pathways and/or HR will discuss the essence mining result with the hiring decision maker and senior management when necessary. If there is a question about the relevance of any of these steps for an internal applicant, temporary staff, or personal referral, then it will be reviewed and determined by the Vice President of HR or CHRO, in consult with other senior management as necessary. The ultimate goal of the KenCrest/Pathways recruitment process is to find, hire, and retain the best suited candidates for every position.



INTERNAL JOB TRANSFER REQUEST FORM

See Instructions and Guidelines on back of form. Completed form should be emailed to: jobs@kencrest.org

Section 1: Employee who is requesting a job transfer will complete this section.

Employee's Name: _____

Current Position and Location: _____

Current Supervisor's Name: _____

Request for job transfer to:

Desired Position and Location: _____

Full-time # hrs per week _____ Part-time # hrs per week _____

Desired Shift: Day ___ Evening ___ Night ___ Overnight ___

I, the employee, understand that any internal transfer into a new position that I may be granted could be delayed or withdrawn if I have not fulfilled or completed the final responsibilities of my current position. If I move into a new position and it is subsequently found that some of my previous job responsibilities are incomplete, I acknowledge that I will be responsible for completing those job responsibilities despite being in a new position. KenCrest has the discretion to hold employees accountable to complete their job duties, including but not limited to written reports, ISPs, logs, billings, etc. before and/or after moving into a new role within the organization.

I notified my current supervisor on this date: _____

Current Supervisor Signature

Employee's Signature

Date

Section 2: Hiring Supervisor who interviewed the employee will complete this section.

Contacted member of the Employee Relations team to review personnel file to determine that position-specific requirements are met (example: HS Diploma/GED, physicals, etc) _____

Contacted Training to make sure that necessary trainings have been completed _____

Transfer request: Approved: _____ Effective date: _____

Denied: _____

Comments: _____

Signature of Hiring Supervisor

Date



Internal Job Transfer ~ Instructions and Guidelines

***KenCrest employees who have passed their 90-day probationary period are eligible to transfer to another type of job, service area, or work location within the Agency.**

Job openings are routinely posted on the KenCrest website at www.kencrest.org under “Careers.” Questions can be directed to the Talent Connection Specialists in Human Resources.

Procedures for **VOLUNTARY TRANSFERS** are different than those for **ADMINISTRATIVE TRANSFERS** (see below).

VOLUNTARY TRANSFER – an employee may request an internal job transfer to a desired open position

1. The employee wishing to transfer shall complete the following:
 - a. Complete the Internal Job Transfer Request Form and notify current supervisor of the transfer request. Current supervisor must sign the Internal Job Transfer Request Form.
 - b. Forward the signed Internal Job Transfer Request Form and a resume to the Human Resources Department at jobs@kencrest.org
 - c. The Human Resources Department will forward the form and resume to the Hiring Supervisor.
2. The Hiring Supervisor receiving the transfer request shall:
 - a. Arrange and conduct an interview.
 - b. Contact the Employee Relations team to review personnel file to determine that any position-specific requirements are met (example: HS Diploma/GED, physical exam with negative PPD result, etc).
 - c. Contact the Training area’s Administrative Assistant to verify that all necessary trainings have been completed.

3. Approval of Internal Job Transfer Request

Hiring Supervisor:

- a. Ensures that the most qualified applicant is matched to the particular program or service area.
A current employee is not guaranteed the transfer unless it is determined that he/she is the best applicant for the position.
- b. Notify the employee of the approval or denial of their transfer request.
- c. Sign the Internal Job Transfer Request Form and forward to employee’s current supervisor and Human Resources Talent Connection Specialist with anticipated transfer date.
- d. Send a Payroll Change Notice form to Human Resources along with a copy of the completed Internal Job Transfer Request form to jobs@kencrest.org

Employee whose transfer is approved:

- a. Notify current supervisor of transfer approval. Acceptance of a job transfer by the employee must also include giving the required minimum resignation notice to the current supervisor which begins AFTER the supervisor has been informed of the approved transfer. In extenuating circumstances as determined by staffing of the program, an employee may be required to stay beyond the minimum notice.

ADMINISTRATIVE TRANSFER – a transfer may occur due to a decision of a Director or their designee as part of the disciplinary process and/or to more effectively deliver services at a program or service area. In these circumstances involving managerial discretion, the Director or designee coordinates the transfer process with the affected employee, the appropriate supervisors, and the Director of Employee Relations.

***The 90-day waiting period may be waived under extenuating circumstances and will be agreed upon by the applicable Directors.**