

Application Process – Transfer Employees

To apply for a transfer to an existing or new position, current employees must go to the RCS website, Human Resources, then click on the transfer link on the application log in page.

1. You must create a user name and password through the transfer link on the Human Resources web page
2. Then, you must complete the transfer application.
3. Once the transfer application is complete and submitted, you may log in and apply to transfer to any posted position that meets your license endorsement Highly Qualified status and /interest.
4. Your application will show up as a transfer request to the principal or supervisor who has posted the position.

Your application will be tagged as "Internal Candidate". This procedure does not require pre-approved signatures, nor does it guarantee an interview or a transfer to the requested position.