



**TRANSFER INQUIRY**

Name: \_\_\_\_\_

Original Hire Date: \_\_\_\_\_

Previous KIGR Positions: \_\_\_\_\_

Current Position: \_\_\_\_\_

Start Date in Present Position: \_\_\_\_\_  
(Employee must remain in current position for a minimum of 6 months before requesting a transfer)

Desired Position (must be posted on the job list): \_\_\_\_\_

Reason for Inquiry: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**MANAGER REVIEW**

- 1. Job Performance
  - a. Positive Employment Record (Past 12 Months) YES NO
  - b. Current Performance Evaluation Meets or Exceeds Standards YES NO
  - c. Satisfactory Attendance Record YES NO

**Hiring Manager should contact current department manager for more in depth verbal reference!**

- 2. Would you recommend this employee for the position they have inquired about? YES NO

Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\*\*If an offer is made & accepted, the current home department will release employee in a maximum of 3 weeks time from offer date\*\*\***

All questions must be answered YES in order to proceed with the transfer inquiry/request. If recommended, Manager and Department head must sign and forward form to Human Resources for further action. If not approved, Manager must review reasons with employee within 5 days of inquiry and return to Human Resources for filing.

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Interviewing Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_