

## **Employee Internal Application Process (Transfers)**

Use employee**Connect** to search for and apply for new positions within NorthShore

### **From a NorthShore Network Computer:**

1. Go to Pulse
2. Click on employee**Connect**
3. Enter your Network ID and Network Password
4. Under “My Resources”, click on “Direct Access”
5. Under “My Achievements”, click on “Manage My Career/Apply”

### **From any other computer:**

1. Go to [www.northshore.org/employees](http://www.northshore.org/employees)
2. Click on “Search and Apply for a transfer”
3. Click on employee**Connect**
4. Enter your Network ID and Network Password to access employee**Connect**
5. Under “My Resources”, click on “Direct Access”
6. Under “My Achievements”, click on “Manage My Career/Apply”

## **Frequently Asked Questions**

**Q: When am I eligible to apply for a transfer?**

A: To qualify for a transfer, you must be in your current position for at least 9 months. This does not apply to Resource employees.

**Q: How many jobs may I apply for at once?**

A: You may apply for as many positions as you like, per session.

**Q: Do I have to complete an entire application if I’m including my resume?**

A: Yes. You must complete the entire application including the employment history with dates, even though you may have some duplicate information on your resume.

**Q: Is a separate resume required?**

A: Yes. We ask all internal applicants to submit a resume online.

**Q: If I apply for a transfer, will my manager find out?**

A: No. They will not be notified until (and if) a reference check is conducted. The Human Resources Representative and/or the Hiring Manager will give the employee the opportunity to notify their manager first, if desired, at that point.

**Q: Would I receive priority over an external candidate?**

A: As long as the employee meets the minimum qualifications and has a strong work history, managers will try to give internal candidates priority. In the end, the candidate who is the best fit for the position will be selected.

**Q: If I accept an offer for transfer, how soon would I start?**

A: Ideally, you would begin your new role within 30 days of the acceptance date. This may vary depending on the department's needs. The exact start date will ultimately be negotiated with the new manager. It is required that your transfer date falls at the beginning of a pay period.

**Q: When will I heard about my application?**

A: The Human Resources Representative should contact all applicants with 1-2 weeks of receiving your application. Please be advised that due to internal constraints and manager availability, it may take longer.