TRANSFER PROCESS FOR INSTRUCTIONAL EMPLOYEES

Listed below are the two steps an employee MUST take to apply for a transfer and select vacancies:

1. Employee must complete the electronic Transfer Request Form
   http://www.broward.k12.fl.us/instructstaff/transferrequestform.asp

2. Employee must access and apply for specific vacancies using Applitrack
   http://www.applitrack.com/broward/onlineapp

Employees seeking a transfer MUST apply for vacancies using Applitrack. Each time an employee wishes to apply for a position, the employee will login to Applitrack, edit their application, and select the vacancy. Employees may apply and be recommended by locations not listed on your Transfer Request Form. All transfers must be approved by Talent Acquisition prior being released to begin at the new location.

Getting Started
Employee completes and submits the electronic Transfer Request Form and the Transfer short form in Applitrack. The first time the employee signs in to Applitrack, they will be asked to create a user-id and password. After creating the user-id and password, the employee will need to access the applicant site to review posted vacancies so they can apply for specific positions. Below are step-by-step instructions to assist with the process.

STEP 1: Log on to http://www.broward.k12.fl.us/teacher/ to complete and submit the on-line Transfer Request Form.

Step 2: Access the online application system via the web, using the following link:
http://www.applitrack.com/broward/onlineapp/

1. From the home screen select
2. The first time you sign on, select start to begin the process as you will be asked to create a user name and password. After the initial sign on, select “LOGIN” and enter the user name and password you created.

3. You will be prompted to enter the basic personal information as outlined below. Verify the accuracy of your email address to ensure that you receive any communication.

4. Select the button to continue.
5. Select the 2nd option under ‘Current Employment Status’ for Transfer applicants and select next page.

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- I am applying for a new position with Broward County Public Schools.
- I am a current Broward County Public Schools Teacher and I am (select one):
  - Applying for an Alternative Certification Program
  - Requesting a Transfer (regular, guaranteed, hardship - requires submission of an online Transfer Request Form and approval to proceed)

6. Enter your mailing address and select next.

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7. A list of current vacancies will appear for your review and selection. Review and identify the positions you are interested in applying for then follow the steps outlined.

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8. Once a job vacancy is selected, by clicking on the JobID, you may be prompted to take additional steps as indicated below:

9. If you did not select a vacancy, select the subject areas you would like to be considered for and choose “Next”. Continue selecting “Next” until you get to “Request for Transfer: Instructional” that will be noted in the left navigation tab.

**NOTE:** You MUST make a selection from “Vacancy Desired” or “Position Desired” inorder to proceed to the transfer page.
10. Complete the basic transfer information.

11. Sign the electronic application.

Signed: Iwanna Beattransfer

PM: 169.139.100.19; Applicant - #3386 - Iwanna Beattransfer
12. You may upload supporting documents i.e. resume, references, etc.; for principals to review. Select next to continue.

13. If “REQUIRED” sections were not completed, they will be identified in this step. You MUST submit the application to proceed with the transfer process.

14. Your application has been submitted on Applitrack.
15. A summary of your subject selection for consideration will appear, in addition to any vacancies you selected. Remember to edit your application frequently to apply for new vacancies. Vacancies are posted daily.

**UPDATE YOUR APPLICATION AND APPLY FOR VACANCIES**

- Log in to Applitrack using the user id (email) and password you created. Choose the “EDIT” button to modify your application and apply for newly posted vacancies.

- Review the vacancies displayed and make your selection(s) by checking the box next to the Job ID:

  ![JobID 916: Trans! Location: ABC School]

- You may continue by clicking “next screen” to review your other screens or choose

  ![Finish and Submit]

- Once you choose “Finish and Submit”, the hiring administrator will be able to review your application information.

  **NOTIFICATIONS FOR INTERVIEWS AND POSITION STATUS MAY BE SENT TO YOUR EMAIL, SO CHECK IT FREQUENTLY.**