

**Internal Transfers for non-Posted Positions
Student Affairs Guidelines
September 21, 2012**

A new HR process for the hiring of posted positions was implemented several weeks ago. As HR can no longer print staff appointment forms, we realized that the process for internal transfers for non-posted positions was not formally addressed.

Business Operations is working with HR to address this issue from a University perspective. Until a formal process has been developed, the following process should be utilized, within Student Affairs, for non-posted positions. A non-posted position is a position that is **not** posted via <http://www.wmich.edu/hr/careers-at-wmu.html>.

1. The hiring agent should work with HR as they normally would.
2. The hiring agent must seek approval to post the position within the department from their supervisor. The supervisor should seek approval through the Vice President level.
3. Once the candidate has been selected, the hiring agent should submit the offer amount to their designated contact in Business Operations. Business Operations will then review the offer amount for budget impact and indicate if additional approval is needed.
4. Business operations will notify the hiring agent when the hiring process can move forward.

Note: This does not apply to AFSCME positions. Hiring agents that work with AFSCME positions should continue to follow the same guidelines as they have used in the past.