

Charleston/Dorchester Community Mental Health Center

Internal Applicant Process Policy

POLICY: This Center policy is to ensure unified and appropriate employment process for internal applicants of the Charleston/Dorchester Community Mental Health Center. This policy pertains only to the internal application process within this Center and is not intended to include policies regarding transfers from one state agency to another.

PROCEDURE: If an employee of the Charleston/Dorchester Community Mental Health Center is interested in pursuing a promotion, reassignment or demotion opportunity of a vacant or newly created position, they must complete a Request for Consideration form (HRS-93) as well as provide an updated resume or completed SCDMH application. These completed forms must be forwarded to the Center's Human Resources Department.

Please note that the HRS-93 states:

- a) Immediate supervisor **will not** be contacted unless the applicant is a finalist under consideration for the position.
- b) "My signature authorizes appropriate supervisory personnel to review my official personnel file to determine my qualifications and suitability for this position".

The Human Resources Department will ensure the interested party meets the minimum training and education requirement for the position before submission to the hiring supervisor.

It is highly encouraged that supervisors grant interviews to internal applicants who meet the minimum training and education requirements and are not currently under any type of disciplinary action.

If the internal applicant becomes a finalist for the position, the hiring supervisor will notify the applicant. **At this time**, it becomes the applicant's responsibility to alert his/her current supervisor of his/her pursuit for another employment opportunity. The hiring supervisor will discuss the internal applicant's performance with the current supervisor to determine suitability for the position after they have informed the internal applicant. Please note that notification of being one of the finalists for a position does not guarantee your selection for the position. All relevant and available information will be reviewed to ensure appropriate and suitable selection is made for the vacant position.

If the internal applicant does become the most suitable candidate for the position, a mutual transfer date will be determined between the losing and receiving supervisor. If there is a discrepancy in making this determination, Senior Management will advise of the effective transfer date.

Deborah S DiNovo

Deborah S. DiNovo, M. Ed., LPCS
Executive Director

11/05/04
Date