



To: All Employees

From: Human Resources

Date: October 20, 2020

Subject: **New Procedure - Internal Application for Promotion or Transfer**

Beginning October 20, in order to streamline our internal application and transfer process, we will begin using the Internal Application for Promotion or Transfer form. This form replaces the previous practice of signing a job bid in Human Resources. The form will be completed by employees who wish to be considered for Internal Job Announcements.

The application is available on www.maryvillegov.com/employees. Once completed, the application can be emailed, or print it and bring it to Human Resources. If you have been in your current position for less than 1 year, your Managing Director must sign your application. Applications must be received by 5:00 p.m. on the closing date listed on the job announcement.

Internal Applications for Promotion or Transfer are also available in Human Resources. Email forms to: lgcrawford@maryville-tn.gov or call Leslie at 273-3426 if you have questions.