

DEPARTMENT OF MILITARY AFFAIRS
STATE HUMAN RESOURCES
PRACTICE AND PROCEDURE MANUAL

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SUBJECT: Internal Transfer Procedure

SECTION: Recruitment

I. PRACTICE

This policy pertains to current permanent, classified employees within the Department of Military Affairs (DMA) only. In accordance with Chapter 104 Wisconsin Human Resources Handbook, posting vacant positions for transfer and awarding transfers are permissive actions at the discretion of the appointing authority, The Adjutant General.

The goals of this transfer policy/procedure are to provide employees the equal opportunity for career enhancement and improvement of work/life needs, and provide a mechanism that will allow DMA to staff vacancies in an efficient matter.

II. PROCEDURE

A vacancy is posted after State Human Resources has an approved request to fill an appropriately classified position description including all necessary attachments and a recruitment plan to outline the steps in filling the position.

The decision to post a vacancy for internal consideration prior to posting for open recruitment is at the discretion of the supervisor and/or State Human Resources. When deciding to post a position for internal consideration, the following factors must be taken into consideration: applicant pool, skill sets, and the timeline to fill the vacancy. If the Department chooses to post a vacancy for internal consideration, the position will be posted on the [DMA webpage](#) for a minimum of five calendar days and applicants should follow the directions listed on how to apply.

If the position is not posted for internal consideration, internal applicants can apply when the position is posted for open recruitment on [WISCJobs](#). All applicants should follow the directions on how to apply as outlined in the WISCJobs announcement.

Transfer Eligibility

If the Department chooses to post a vacancy for internal consideration, eligible applicants must meet the definition of transfer, reinstatement/restoration or voluntary demotion, including those currently on probation, and must be qualified to perform the duties and responsibilities of the position.

Consideration of Applicants

Supervisors must complete the necessary steps in the hiring process when considering internal applicants such as any agreed upon screening criteria, an interview, reference checks, salary approval, and justification for hire. If the position is not filled by an internal applicant, the position will be posted for open recruitment.

Questions regarding the content of this bulletin can be submitted by email to:
DMASHR@wisconsin.gov