



Employee Eligibility Verification for Transfer Movement Between Business Units

An employee applying to transfer between business units, must provide verification of their employee eligibility as stipulated in the Transfer Movement Between Business Unit Guidelines. An employee who does not meet the Employee Eligibility and Performance Requirements will be disqualified from consideration.

Employee Eligibility and Performance Requirements*

- Employee notified current manager prior to submitting an internal application. Local Human Resources may be notified, as a necessary alternative.
- Employee has been in current position for a minimum of 6 months.
- An employee with a documented corrective action within the last 6 months is not eligible.
- An employee must have a “Partially Meets” rating or above on their most recent performance review.

To be completed by employee

Employee is responsible for obtaining Employee Eligibility Verification from current Human Resources department.

Date of notification to current Manager or Local HR: _____

Current BU Name: _____ Hiring BU Name: _____

Current BU Location: _____ Hiring BU Location: _____

Current Title: _____ Position Applying For: _____

Time in Current Role: _____

I, _____, agree to verification of employee eligibility.

Employee Signature: _____ Date: _____

To be completed by current Business Unit Human Resource Department

Current Human Resources department must send completed verification document to Hiring Human Resources department within 2 business days of request.

Employee Meets all Eligibility and Performance Requirements Yes No

Human Resources Name: _____

HR Signature: _____ Date: _____

* Employee may seek an exception to eligibility requirements from current Business Unit VP of HR.

** Employee Eligibility Verification Form is valid for 30 calendar days from the current BU HR Signature date.