



Internal Job Posting Application

The internal job posting process enables current employees the opportunity to apply for available positions either before or at the same time the position is advertised outside of the organization. Dependent on the position applying for, Vilas County may require a criminal background check. All offers will be made contingent on the criminal background check.

Step 1: Ensure that you meet the following eligibility requirements:

- You have been in your current position for at least 12 months. Any exceptions to the 12 month eligibility requirement will be reviewed by Human Resources on a case-by-case basis and will be subject to the approval of the employee’s current manager.
- You are performing in your current position at a “fully successful” level as defined in the performance management process.
- Employees who are experience performance or attendance problems, or have been given a verbal or written notification are not eligible to apply until such time they meet the “fully successful” in all areas of performance, attendance, etc.
- You must meet the qualifications on the job posting.

Step 2: Complete an Internal Job Application form:

- Applications are available on the Vilas County intranet (Barney-net) site and on “allshare/HumanResources”
- Attach your updated resume to the application.
- Submit application with resume to the Human Resources Department prior to the expiration date.
- After review of all applications, Human Resources will schedule interviews with qualified candidates.
- If you are scheduled for an interview, you must notify your manager of the appointment.
- Human Resources will notify all applicants of the final decision

Please complete the following and submit to Human Resources

Name:		Posting Date:	
Position Posted:		Department:	
Current Position:		Current Department:	
How long have you been in your current position?			

Qualifications

Please describe the qualifications (your background and work experience) that make you a good candidate for this position. Be as specific as possible referencing job posting requirements.

Education & Training

List education background, areas of special interest or study. Also, please list any work-related training and certifications that you have attained.

Why are you interested in this position?

How does this position fit into your long-term career plan?

Signature

Date