

# INTERNAL MOBILITY FREQUENTLY ASKED QUESTIONS

## 1 How to apply online: [hub.ahss.org](http://hub.ahss.org)

Go to the HUB >  Click on My Career >  Click on Jobs at iSynergy Facilities >



## 2 Can I filter jobs by specialty?

Yes, on the left-hand side of the screen look for Job Field.

## 3 Can I filter jobs by facility?

Yes, on the left-hand side of the screen, look for \*Location\*.

## 4 Will I need to have a health screening done?

If you change facilities, then the new facility will receive your current records and review to make sure everything is up to date. Depending on the position change, there might be an additional health requirement that may need to be assessed. Your Recruiter or Preboarding Specialist will let you know if an appointment is necessary.

## 5 Will I need to attend orientation?

Every facility has their own orientation requirements. If you are changing facilities, then you will likely be asked to complete the new facility orientation. Attending new facility orientation will ensure you make a smooth transition to the facility by meeting new leaders and understanding any facility-specific policies. The HR Business Partner will help assess what orientation is needed with your new hiring manager.

## 6 How long before I can start?

You have to start the beginning of a pay period and the current manager and new manager will agree upon a transfer date. Refer to the Company Policy CW HR 240 which says, "If selected for the transfer opportunity, the employee shall work out a notice period in his/her current position. The notice period shall be a period mutually agreed upon between the current manager and new manager. In most cases it will be a maximum of 4 weeks, with special circumstances facilitated by Human Resources. More time may regularly be required for hard-to-fill positions and positions director level and above."

## 7 How long does the process take?

Up to 7-day turnaround from the time you apply for the position to the time of decision made.  
*(this does not include working out your resignation notice with your department)*

## 8 Would any past write ups effect the decision-making process?

Yes, per Company Policy, team members cannot have any write ups within the last 12 months in order to be considered for transfer.

## 9 Am I allowed to interview with the new hiring manager without telling my current manager?

Company Policy CW HR 240, states, "Prior to formally applying and interviewing for the position, the employee must inform his/her current manager. All applications for positions must be made on the company's applicant tracking system. If requesting a transfer to two or more positions, employees must complete a separate request for each position."

## 10 Will I get a pay increase?

All questions on pay will be discussed during the phone screen step or during the time of offer.

## 11 How long do I need to be in my current position before I can transfer?

Team members must be in their current position 6 months before being able to transfer.