



ODOT Human Resources

ODOT TRANSFER LIST GUIDELINES

PURPOSE:

A transfer occurs when an employee moves to a position in the same job classification or to a different job classification at the same or lower salary range when a position is open for recruitment. All permanent, limited duration and seasonal ODOT employees are eligible to be placed on the transfer list during their active employment with ODOT. Employees who qualify for a Hardship Transfer may also be placed on the transfer list.

PROCEDURE:

You must complete and sign the ODOT Transfer List Request form. This form can be found on ODOT Intranet page at http://intranet.odot.state.or.us/ODOTHR/Forms/0001_forms.htm. Incomplete requests will be returned and could cause a delay in your participation in transfer list opportunities. For Hardship Transfer requests, contact your Human Resource Manager.

Job Classification

- List the classification(s) for which you would like to be considered. *If you are considering a transfer request to a different classification at the same or lower salary range, you MUST submit a completed State of Oregon Application which demonstrates that you meet the minimum qualifications for that classification.*

Geographic Location

- List the specific locations to which you are willing to transfer. Please be specific as "ANYWHERE" or "EASTERN OREGON" will not be accepted as a location option.

RECRUITMENT PROCESS:

- Your name will remain on the agency transfer list for a period of 24 months. You may update your geographical location(s) or remove your name at any time by submitting a written request to the address or fax number listed below.
- **All candidates on the agency transfer list will be notified of the job announcement with an invitation to apply.** Interested transfer candidates must follow the instructions on the announcement and respond to any supplemental requests for information (i.e. cover letter, application, resume, respond to supplemental questions, etc.) by the close date on the announcement.

If you have any questions regarding the agency transfer list, please contact ODOT Human Resources at 503-378-5799. Send all transfer list requests and cancellations to:

ODOT Human Resources – Recruitment
ATTN: Transfer List
355 Capitol St NE MS 12
Salem, OR 97301-3871
FAX 503-986-3895



ODOT Human Resources

ODOT TRANSFER LIST REQUEST FORM

PLEASE READ THE 'ODOT TRANSFER LIST GUIDELINES' BEFORE COMPLETING THIS FORM

Date: _____ Employee ID#: _____

Name (First, MI, Last): _____

Home Address: _____

Work Phone #: _____ Alternate Phone #: _____

Home or Work Email: _____

Current Job Classification: _____
(Classification Title or Class #)

Transfer Job Classification(s)*: _____

(Classification Title or Class #)

* Must be at current Classification/Salary Range or lower

Geographical Location(s): Select all location(s) you wish to be considered for on the next page.

Signature: _____

You can mail or fax this form to:

ODOT Human Resources - Recruitment
ATTN: Transfer List
355 Capitol St NE MS 12
Salem, OR 97301-3871
FAX 503-986-3895



ODOT Human Resources

ODOT TRANSFER LIST REQUEST FORM GEOGRAPHICAL LOCATIONS

- | | | |
|---|--|--|
| <input type="checkbox"/> Adel | <input type="checkbox"/> Independence/Monmouth | <input type="checkbox"/> Prospect |
| <input type="checkbox"/> Albany | <input type="checkbox"/> John Day | <input type="checkbox"/> Reedsport |
| <input type="checkbox"/> Alkali Lake | <input type="checkbox"/> Jordan Valley | <input type="checkbox"/> Richland |
| <input type="checkbox"/> Arlington | <input type="checkbox"/> Juntura | <input type="checkbox"/> Rose Lodge |
| <input type="checkbox"/> Ashland | <input type="checkbox"/> Klamath Falls | <input type="checkbox"/> Roseburg/Shady |
| <input type="checkbox"/> Astoria | <input type="checkbox"/> La Grande | <input type="checkbox"/> Salem |
| <input type="checkbox"/> Austin Junction | <input type="checkbox"/> La Pine | <input type="checkbox"/> Sandy |
| <input type="checkbox"/> Baker City | <input type="checkbox"/> Lake of the Woods | <input type="checkbox"/> Santiam Junction |
| <input type="checkbox"/> Basque | <input type="checkbox"/> Lake Oswego | <input type="checkbox"/> Seaside |
| <input type="checkbox"/> Beaverton | <input type="checkbox"/> Lakeview | <input type="checkbox"/> Silver Lake |
| <input type="checkbox"/> Bend | <input type="checkbox"/> Madras | <input type="checkbox"/> Sisters |
| <input type="checkbox"/> Brothers | <input type="checkbox"/> Manning | <input type="checkbox"/> Spray |
| <input type="checkbox"/> Burns | <input type="checkbox"/> Maupin | <input type="checkbox"/> Springfield |
| <input type="checkbox"/> Canyonville | <input type="checkbox"/> McKenzie Bridge | <input type="checkbox"/> Steamboat |
| <input type="checkbox"/> Cascade Locks | <input type="checkbox"/> McMinnville | <input type="checkbox"/> Sublimity |
| <input type="checkbox"/> Central Point | <input type="checkbox"/> Meacham | <input type="checkbox"/> Sweet Home |
| <input type="checkbox"/> Chemult | <input type="checkbox"/> Medford | <input type="checkbox"/> The Dalles |
| <input type="checkbox"/> Chiloquin | <input type="checkbox"/> Milwaukie | <input type="checkbox"/> Tigard |
| <input type="checkbox"/> Clackamas | <input type="checkbox"/> Milwaukie – Maintenance | <input type="checkbox"/> Tillamook |
| <input type="checkbox"/> Clackamas – Reg. 1 Landscape | <input type="checkbox"/> Milwaukie – Reg. 1 Striping | <input type="checkbox"/> Troutdale |
| <input type="checkbox"/> Clatskanie | <input type="checkbox"/> Milwaukie – Westside Bridge | <input type="checkbox"/> Troutdale – Reg. 1 Sign |
| <input type="checkbox"/> Condon | <input type="checkbox"/> Mitchell | <input type="checkbox"/> Ukiah |
| <input type="checkbox"/> Coos Bay/Davis Slough | <input type="checkbox"/> Moro | <input type="checkbox"/> Vale |
| <input type="checkbox"/> Coquille | <input type="checkbox"/> Newport | <input type="checkbox"/> Veneta |
| <input type="checkbox"/> Corvallis | <input type="checkbox"/> Oakridge | <input type="checkbox"/> Warm Springs |
| <input type="checkbox"/> Cottage Grove | <input type="checkbox"/> Ona Beach | <input type="checkbox"/> Warrenton |
| <input type="checkbox"/> Dallas | <input type="checkbox"/> Ontario | <input type="checkbox"/> White City |
| <input type="checkbox"/> Detroit | <input type="checkbox"/> Oregon City | <input type="checkbox"/> Woodburn |
| <input type="checkbox"/> Elgin | <input type="checkbox"/> Parkdale | <input type="checkbox"/> Yoncalla/Boswell |
| <input type="checkbox"/> Enterprise | <input type="checkbox"/> Pendleton | |
| <input type="checkbox"/> Estacada | <input type="checkbox"/> Port Orford | |
| <input type="checkbox"/> Eugene | <input type="checkbox"/> Portland | |
| <input type="checkbox"/> Florence | <input type="checkbox"/> Portland – East Maintenance | |
| <input type="checkbox"/> Gold Beach/Hunter Creek | <input type="checkbox"/> Portland – Eastside Bridge | |
| <input type="checkbox"/> Government Camp | <input type="checkbox"/> Portland – Metro Night Maintenance | |
| <input type="checkbox"/> Grants Pass | <input type="checkbox"/> Portland – N Interstate Bridge | |
| <input type="checkbox"/> Gresham | <input type="checkbox"/> Portland – N Maintenance | |
| <input type="checkbox"/> Heppner | <input type="checkbox"/> Portland – SW Maintenance (Baldock) | |
| <input type="checkbox"/> Hermiston | <input type="checkbox"/> Portland – W Maintenance (Sylvan) | |
| <input type="checkbox"/> Hillsboro | <input type="checkbox"/> Prineville | |