

### **Trial Service Removal – Same or Different Agency**

A trial service removal is a job change back to the employee's previous job. This process begins with a conversation between the current and previous employers. The prior employer will need to initiate the job change process to bring the trial service removal employee back to their employment through the requisition and job change process. Follow the steps below with the referenced job aids. If the employee's previous position is occupied or not available, a non-budgeted position will need to be created.

#### **Create non-budgeted position - [Non-budgeted position, create](#)**

You would only need to complete this task if the worker's previous position is no longer available for them to return to.

#### **Create a requisition - [Requisition, create](#)**

Select *Fill a Vacancy* > *Fill a Vacancy* as your "Reason," and be sure to check the "Internal Movement Only" box. This is an important box that must be checked because it is how the system knows to not post your job requisition to the jobs page. You will still complete the "Post" job task, however the posting will not post anywhere. Make note of the requisition number.

#### **Create Prospect (Existing Worker) – [Prospect & Application, create](#)**

This task attaches the employee to the requisition. This job aid also includes instructions for creating the application.

#### **Create the Application – [Application, create](#)**

This task creates the application and adds it to the requisition for the returning employee.

#### **Move the Candidate Forward to Ready for Hire**

Navigate to the requisition, select the candidate and move them forward through the recruiting process to "Ready for Hire."

#### **Job Change - [Job Change \(same or different agency\)](#)**

You will now job change the employee to the position. Chose *Trial Service Removal* as your "Reason." Add the Trial Service Removal Letter in the "Attachments" section of the job change task. Use the category *Other Worker Documents*.