

Questions	Answer
Technical Issues	
Can Human Resource Services provide me with my login and/or password information?	HRS does not have access to your user name or password. Please go to www.governmentjobs.com , click on sign in link. For log in information click on “Forgot Username”. For password click on “Reset Password”.
If I have technical issues trying to apply where can I call for support?	For Technical and/or Login Support please go to https://www.governmentjobs.com/Home/ApplicationGuide Help Site or call (855-524-5627). Please note you will need to leave a message and someone will return your call within 24 hours. *Only during normal business hours.*
Is there someone I can call for specific information about the Transfer Site?	For questions please call 714-834-2555.
Submitting Your Application	
How do I submit my resume or other attachments?	Resume or other attachments cannot be attached on the transfer application. Applications need to be descriptive yet concise.
How do I apply for a Transfer?	Please refer to the Transfer Opportunities help guide by clicking here .
What if I do not see my classification on the Transfer Site?	The Transfer Site is compiled of classifications that are used in two (2) or more agencies within the County. If you do not see your classification or unsure if your classification is transferable, please contact your designated recruiter.
How do I know if Human Resource Services has received my online application?	After you have submitted your online application, you will receive a system generated confirmation email indicating your application has been received.
Why did I receive a notice stating that my application is incomplete?	Your application should include a thorough description of your knowledge, skills and abilities as it relates to the classification you are submitting your transfer for.
What would be considered a transfer?	Include the definition in the MOU
How could I qualify for reemployment?	Click here to reference the Recruitment Rules and Policy, Article VII Section 2 under Reemployment Qualifications.

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What would be considered a reduction?	Reduction shall mean the movement of a regular, limited-term or probationary employee from one (1) class to another class where the maximum step of the new salary range is at least one (1) full step lower than the maximum step of the old salary range. For more information refer to the designated MOU (include link to MOU).
Do I have to fill in all of the fields in the application and answer all of the Agency Wide and Supplemental Questions?	Yes, a full and complete response to each supplemental question is required.
General Questions	
If I separate from County employment am I still eligible for transfer opportunities?	If you are not a current County employee you are not eligible for Transfer Opportunities.
If I am currently an extra help employee, do I qualify for a transfer opportunity?	No, only Regular or Limited Term employees qualify for transfer opportunities.
Could I submit an application for consideration on the transfer site if I'm currently a limited term employee?	Yes, if you are currently a Limited Term employee you may submit an application on the Transfer Site.
Can I submit an application for any classification?	You may apply to any classifications that are equivalent to your current or lower classification as long as you meet the minimum qualifications for the classification.
If I meet minimum qualification can I apply for the position?	You may apply for classifications that are considered a lateral transfer, reassignment or reduction.
How long does my application remain on the transfer list?	Your application will remain active for six (6) months from the date you are placed on the Transfer List. You will be notified via email when you are placed on the list.
Can I apply for multiple positions?	You may apply to all classifications considered to be a lateral transfer, reassignment or reduction.
If I have additional information to add to my submitted application, can I update my application?	If changes or updates to your application need to be made, you must wait 24 hours in order to submit your revised application. If you submit more than one application to a position, the most current application will be used.
Can I request to have my application removed from	You may contact Recruitment Services at 714.834.2555 to

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the Transfer list?	request that your application be removed from the Transfer List. You will be notified via email when you are removed from the list.
What are the requirements to be added to the Transfer list?	You need to be a regular or limited term County of Orange employee, received a "meet or exceeds expectations" on your last performance review, and would like to laterally transfer, reduce or reassign to another position within the County of Orange.
What does it mean to be in "good standing" in my current position?	It is defined as receiving a "meets or exceeds expectations" on their last performance review, to be placed on the Transfer List.
Can I submit an application if I'm still serving probation?	Employees on probation must obtain approval from their current manager prior to participating in the transfer opportunity.
What is the primary form of receiving communication when an application is submitted to the Transfer site?	Primary notification will be through email
Which e-mail address is preferred?	We recommend you use your personal email or an email that is accessible during typical non-business hours.
If I submitted an application on the former Transfer site, do I need to submit an application on the new Transfer site?	<p>Applicants from the former Transfer site will also be considered for vacancies within the first six-month period of the transfer site transition.</p> <p>If you submitted a transfer application on May 1, 2017 your application is still active and will be considered until the six month expiration date. If you wish to submit a new transfer application, it should be done through the new Transfer.</p>
If I do not meet minimum qualification for the job title I am interested in, should I still apply?	You must meet the minimum qualifications for a transfer, reassignment or reduction. If the classification you are submitting an application for is considered a promotion, it is recommended that you apply when a recruitment is posted.