

# **BHISD Employees - Transfer Request Procedures**

**(Print this so you can refer to it as you complete the Transfer Application.)**

We hope that the electronic transfer request process will be quick and easy for you. The first time you enter the system, it will take you a few minutes because you will have to set up your username & password and complete the transfer application form. However, each time you visit the application thereafter, you will simply enter your username and password, and you'll be ready to view all jobs and apply for those that interest you.

Please follow these instructions to set up your account and complete your transfer application.

1. Visit the BHISD home page at [www.bhisd.net](http://www.bhisd.net).
2. Under the "Employment" tab near the top of the page, click "Opportunities".
3. Select your desired link...either "Barbers Hill ISD Professional Opportunities" or "Barbers Hill ISD Service and Support Opportunities".
4. Select "Current BHISD employees click here to login and apply" at bottom of job listings.
5. Select "Create New Account". **NOTE: If you already have an employment application in the SearchSoft system, you still need to establish a new account for the transfer application. Make sure your username and password are different on the transfer application than on your previous employment application.**
6. Enter the information requested. **NOTE: Be sure you write down your username and password for future use!!**
7. Click "Accept" on the disclaimer form.
8. Click "Application" tab at the top of the page.
9. Enter the requested information.
10. Click "Save and Next".

11. For district transfers, the “Employment History” is optional. If you wish to have employment history on your transfer application, click “add” and enter the information requested. If you don’t want to include your employment history, simply click “Next”.
12. When you reach the “Success” screen, you have completed your transfer application.
13. Click on the “Jobs” tab at the top of the screen.
14. If you see a position that interests you, select “View/Apply”.
15. Read the detailed posting. If you wish to be considered for this position, simply click the “Apply for this Job” tab near the top of the page.
16. You may apply for as many jobs as you wish.

Please contact Karen Gifford at [kgifford@bhisd.net](mailto:kgifford@bhisd.net) or extension 1254 if you have difficulty with the transfer form.