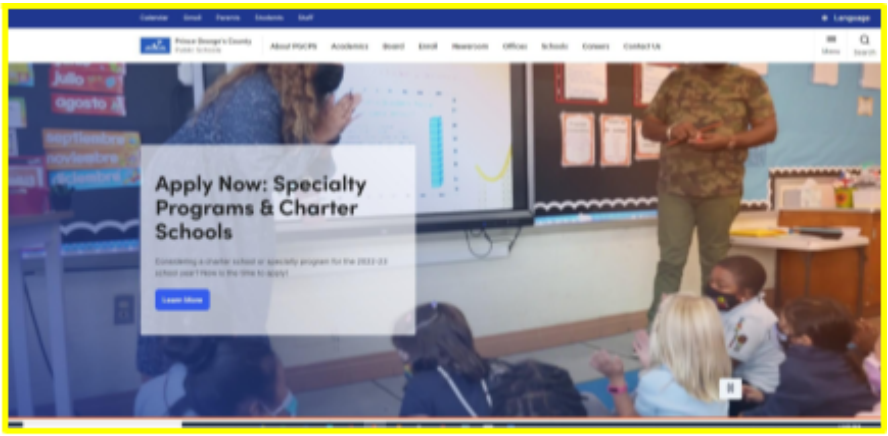
**Application Guide for the 2025-2026 Unit I Voluntary Transfer**

To be eligible to transfer for the 2025-2026 school year, you must submit an application via iRecruitment. Follow the directions below to complete the transfer application process.

## Part I: Complete the application in iRecruitment

Step 1 Navigate your computer's web browser to www.pgcps.org.

At www.pgcps.org select the "*Staff*" menu *option. Once directed to the PGCPS Staff Portal Page (image 2), select the Oracle Employee Self Service* link.



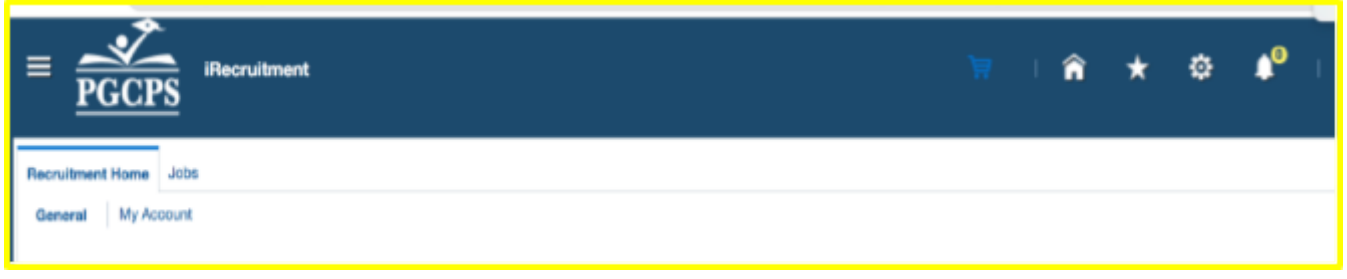

**Step 2** Log into Oracle:

- Enter your **User Name** *(i.e. John.Doe).*
- Enter your **Password** in the password text box.
- Click the **Login** button.

**Step 3**

- Click on the ***iRecruitment Employee Candidate*** link.

**Step 4** Click on the ***Jobs*** tab.

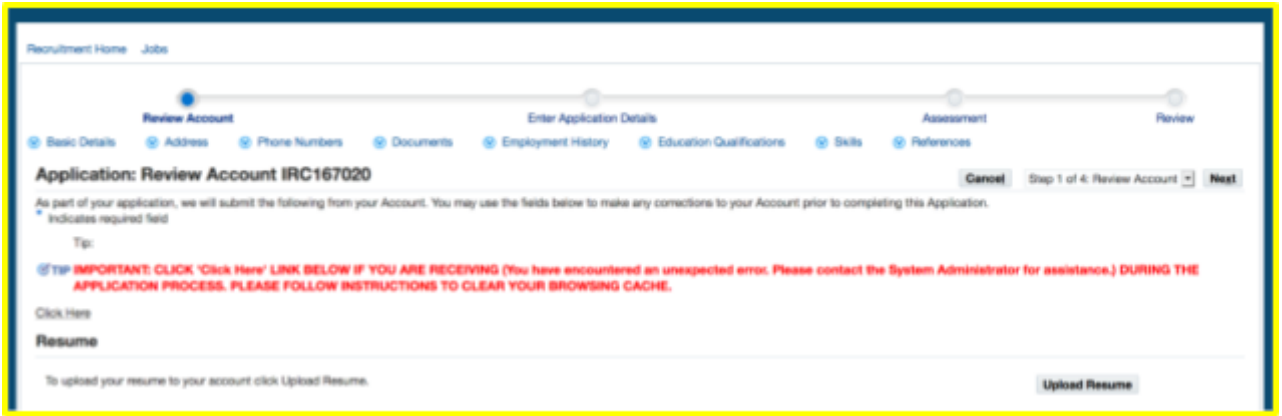


**Step 5** In the **Keywords** text box enter the IRC number to access the transfer application. Include the IRC in the text box (i.e. IRC216860).

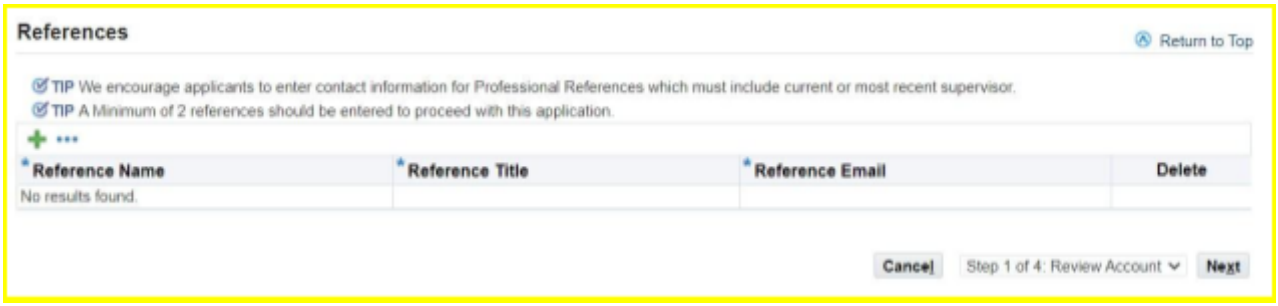
**Step 6** Click the **Go** button below the **Date Posted** drop-down. Do **NOT** select a **Job Category** or **Date Posted**. The vacancy will appear at the bottom of the page.

**Step 7** Click on the **Apply** now button at the end of the row.

**Step 8** Click on the **Next** button near the top right hand corner of the page. **DO NOT ENTER** any information on this page.

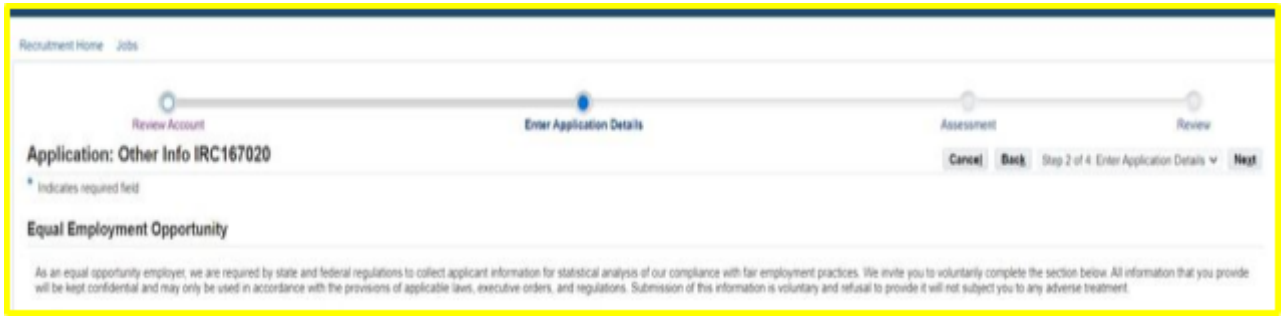


**Step 9** References are required to move forward, Click + to add your references then click **Next**.

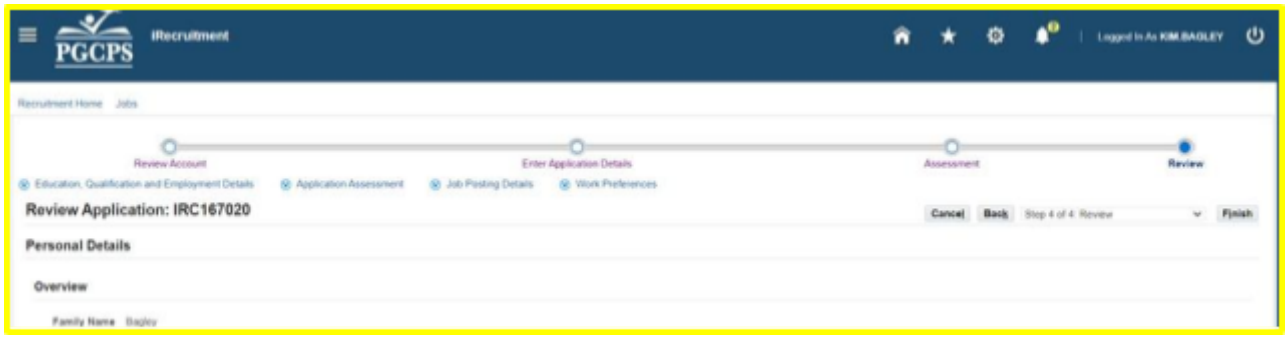



**Step 10 Complete the assessment survey then click 'Finish Survey'.**

**Step 11** Click on the **Next** button near the top right hand corner of the page.



**Step 12** On the next page (review application), click on the **Finish** button near the top right hand corner of the page.




**Step 13** You will receive a blue text **Confirmation** message at the top of the page.

## You have now completed the 2025-2026 application process for Unit I Voluntary Transfers.

If you want to apply for a voluntary transfer to be considered for a specific content area listed below, follow the instructions above (Steps 1-13).

Art
Dance
ELD
Fine Arts/Theater
Health
Infants & Toddlers Program at Judy Hoyer, Cheverly
Instrumental Music
Language Immersion (French, Spanish)
Library Media
Media Arts/TV Production
Physical Education
Special Education
Professional School Counselor
Vocal Music

After you submit your application, you will receive an automated response from iRecruitment (to your email). You may also confirm that you have successfully completed the transfer process by clicking on the **Home Tab** near the top right hand corner of the page. Under **Jobs Applied For,** you will see the IRC number of the transfer vacancy you have applied for; if you see it, you have completed the transfer process.

**Step 14**

**New**** The SY26 - Unit 1 *Voluntary Transfer Preference Form* will be emailed to those who have **completed** the Voluntary Transfer application in Oracle **and are eligible** for a Voluntary Transfer.

## You have now successfully submitted an application for a voluntary transfer for the 2025-2026 school year!