

**Voluntary transfer process for current employees in response to COVID-19**

Due to the COVID-19 crisis, all interviewing throughout MCPS will be held in a virtual format until further notice.

**Q & A**

**Q:** How will I interview for a position?

**A:** Continue to monitor MCPS Careers for positions you would like to be considered. Hiring managers will continue to review applicants and virtually interview candidates of interest (MCEA) and candidates of senior qualified, optimally qualified (SEIU).

**Q:** How does a virtual interview work?

**A:** Hiring managers have multiple virtual formats to choose for virtual interviewing. Hiring managers will work with the individuals invited to interview on the format for the interview. At a minimum, candidates invited to interview will need to plan for a phone interview however, other virtual platforms may include Google Meet, WebEx, Zoom etc.

**Q:** Should I prepare to share any examples of my work during a virtual interview?

**A:** It is best to ask the hiring manager prior to your interview time. Hiring managers will clarify what examples of work, if any, they would like to have you share during your interview time.

**Q:** How do I know if I am eligible to transfer?

**A:** Current teachers who have completed (4) successful semesters are eligible to transfer. The current semester disrupted by Covid-19 will be honored as a complete semester.

**Q:** I am a full-time teacher and I want to go part-time next year. Is this allowed?

**A:** It is important to monitor the open/closed list on the MCPS Careers page. Movement from part-time to full time is permitted at this time. Movement from full-time to part-time is not permitted at this time and will be determined in the coming weeks.

**Important Dates**

- Tenured Maryland Public School System Teachers: Resignation date is July 15<sup>th</sup>
- Non-Tenured Maryland Public School System Teachers: Resignation date is May 1<sup>st</sup>