

INTERNAL TRANSFER / ADVANCEMENT INTEREST FORM

It is against company policy for any manager or employee to solicit or discuss a transfer without the employee first going through his/her direct authority. This policy assures chain-of-command serves its purpose. Employees can request a Transfer/Advancement Application from their Supervisor or Department Manager or find it on ancira.org > Forms. Once complete, the General Manager will send it to Human Resources for review.

Guidelines

- There is no wasted experience here. Every challenge overcome and contribution you make where you are placed builds your value. The more time invested, the more reliable you will prove yourself to be. Willingness to ADAPT and CONTRIBUTE are ever-evolving targets. If we are not adapting, growing, and contributing continually, we are not moving forward. CONTRIBUTE where you are planted. Make it the BEST it can be! The expectation is to perform in the job you are hired to do for a minimum of 6 months before seeking to move.
- Being at work AND on-time reliably; being willing to take on unglamorous tasks that need doing; noticing when someone needs a hand and helping; following the company's rules; using proper manners when answering the phone; working safely; and exceeding expectations all count. Be a positive role model for others. Producing consistent, quality work in the job you were hired to do and reflecting our value of customers earns recognition.
- When you have learned to produce high-value work consistently and demonstrate ownership of your duties in your current job title, help nurture others to be best at their job. Not that you "know it all," but if you have found an efficient and noteworthy way to do something well: SHARE IT.
- It takes 2 years for a new hire to fully develop expertise in the role they are hired to do. Expertise is not just knowing the job itself. It includes knowing the customers, the people and peers who are part of your Team, the trust you build with that Team, respect for the culture and expectations of the Company, involvement in helping others, knowledge of procedures and priorities, trustworthiness, reliability, and other hard-to-label factors that make you difficult to replace.
- You will be expected to invest the time necessary to train your replacement.
- Ancira prides itself on promoting from within, but not every application can be fulfilled. There is rarely a shortage of willing and capable Associates seeking recognition for growth into bigger roles and responsibilities.
- Ancira will seek to provide opportunities based upon merit, contribution, performance, and tenure first.
- Decisions are at the discretion of management.

Seeking more Responsibility? Inform your Manager

Follow chain-of-command. It is part of our culture and a simple matter of policy to **inform YOUR SUPERVISOR FIRST** when you want to be considered for a change in position, facility, department, and/or more responsibility. You also do not want to be "jumping the line" ahead of you. Others with longer tenure may already be in consideration. An application does not equate to a Transfer. Understand that "not now" does not necessarily mean "never."

INITIAL HERE TO ACKNOWLEDGE YOU HAVE READ AND AGREE TO ABOVE:

OFFICE USE ONLY

HR REC'D:	PR REC'D:	XFER MGR FROM REC'D:	XFER MGR TO REC'D:
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Internal Application for Intercompany Transfer Consideration

Notice: Completion of this form in no way implies an obligation or interest on the part of the employer to permit transfer, although this form is available in good faith to present opportunities for associates to request a transfer. You may or may not be required to assist in training a replacement as part of the terms. Don't initiate solicitation of another Ancira job opportunity at a different store or department without first obtaining signatures below. Introductions are arranged when opportunities exist the employer finds potentially of mutual benefit. Read Page 2 for further guidance.

CURRENT INFORMATION

Name:		Date of Application:
Job Title:	Department:	Store:

When were you first employed in this position?

Describe your current job responsibilities:

What is your current work schedule?

Describe the relocation or position you seek/are interested in consideration for:

What are your goals with this change?

What earnings range are you anticipating for the new position? \$	☐ HOURLY ☐ MONTHLY ☐ ANNUALLY
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☐ I understand that compensation, schedule, duties, title, and work location may differ from my expectations and will be determined solely by the position ultimately offered, if any.

What work schedule do you expect?

What critical responsibilities would need to be transitioned before you could leave your current position?

Describe two examples from the last twelve months when you exceeded expectations in your current position:

1.

2.

If this transfer is approved, what specific value do you expect to create for Ancira within your first six months in the new role?

What is your estimated timeline for this change? ☐ <30 days ☐ 30-60 days ☐ 6 months ☐ Long-term career path ☐ Other

NOTICE: Each dealership is independent. The employer offers no guarantee of a transfer's success, availability, suitability, or permanency. Interviews with prospective management and/or other representatives may be required on a case-by-case basis. An interview is not a guarantee of transfer or an indication of future transfers or promotability. Transfers are considered on a discretionary basis to satisfy the best interest of the employer, but without regard to any legally protected status or condition. The employer may review documents and materials provided or created during employment to evaluate suitability. Former misstatements or omissions may impact current employability. No guarantee of employment or continued employment is offered, made, or implied. Employment remains subject to the at-will employment doctrine of Texas as explained in the employee handbook. By signing below, the employee acknowledges these terms and that no contract or offer of continued or future employment exists.

☐ I understand that a decision not to approve my transfer at this time does not necessarily mean I will not be considered in the future.

☐ If not selected, I am willing to receive feedback regarding experience, performance, training, attendance, tenure, or other factors that may improve future opportunities.

Employee Signature:	Date:
Immediate Supervisor:	Date:
Department Manager:	Date:
General Manager:	Date:

OBTAIN ALL SIGNATURES, THEN FORWARD THE COMPLETED FORM TO TEAMSERVICES@ANCIRA.COM

Management signatures are acknowledgments only and do not necessarily mean approval.