

# **INTERNAL HIRING PROCESS POLICY**

## **1. POLICY**

Our internal hiring process policy describes our process for hiring within our company to fill open roles. We are committed to investing in our employees and helping them grow their skills and gain experience while working with us.

## **2. SCOPE**

This policy and procedure apply to all departments and employees of the organization, and we outline our procedure for internal recruitment and clarify our rules for internal mobility.

## **3. ACCOUNTABILITY**

All managers are accountable for identifying the staffing needs of their department and the qualifications for each position within their department.

Human Resources is solely accountable for obtaining qualified candidates for all open positions and providing all necessary forms to implement this policy and procedure.

## 4. DEFINITIONS

- ☐ **Transfer**—Moving an existing employee to a new position, department, or location at the same level within the organization.
- ☐ **Promotion**—Moving an existing employee to a new position, department, or location at a higher level within the organization.
- ☐ **Demotion**—Moving an existing employee to a new position, department, or location at a lower level within the organization.

## 5. PROCEDURE

- ☐ Identifying Open Position and Obtaining Candidates
- ❖ When a position becomes available, the supervisor to whom that position reports will first decide whether to fill the position from within or from outside the organization, based on the position's requirements. This decision is to be reviewed with and approved by the person to whom the manager reports.
- ❖ If the position is to be filled from within the organization, the supervisor of the open position first considers employees within the department and/or a reorganization of the department's work.

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- ❖ In the event a qualified candidate is not available within the department, the supervisor consults with the person to whom he/she reports to determine if there is a qualified person within the division.
  - ❖ If no employees within the department and division are qualified for the position, and if the work cannot be reorganized, the supervisor and the supervisor's manager decide whether to post the position within the organization and/or obtain candidates from outside the organization.
  - ❖ The supervisor completes an Employee Requisition, has it approved and signed by the manager to whom he/she reports, and submits it to Human Resources, along with a request for a job posting and/or external candidates.
  - ❖ Human Resources first conducts a search of employee files to determine if there is an already-identified candidate for the job.
- ☐ Procedures if there are no identified internal candidates:
- ❖ If the job is to be posted, Human Resources needs to complete a Job Available Notice and post it, as per the Job Posting procedure.
  - ❖ If external candidates are to be sought, Human Resources implement the External Selection Policy and Procedure.

□ **Job Posting**

- ❖ The job posting is used to notify existing employees of a position's availability and obtain qualified internal candidates for it.
- ❖ Human Resources posts the Job Available Notice at all job posting locations, stating a description of the position with salary grade, required qualifications, and the date by which applications must be received. If external candidates will also be considered, it is stated on the notice.
- ❖ The notice for the position is posted by Human Resources on the employee information bulletin board(s) or on separate job posting bulletin board(s) maintained by Human Resources.
- ❖ Any eligible and qualified employee may apply for a posted position by completing an application supplied by Human Resources. However, applications will only be considered for the position if the employees:
  - Provide evidence that they possess the required qualifications
  - Have been in their current position for at least six months.
  - Have no current Performance Improvement notifications.
  - Have not been excessively absent or late during the past 12 months.
  - Have received at least a Good rating on their last performance appraisal.
  - Have been an employee of the organization for at least one year.
  - Have not applied for more than three posted positions within the last 12 months.

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- ☐ Human Resources will notify an employee within one week of receiving an application if the employee does not meet the above requirements. Such notice will state which requirement(s) was not met and that the employee will not be considered for the position unless the employee can provide information to support her/his qualifications within one week.
- ☐ Applications from employees who apply for the position and possess the required qualifications are forwarded after the closing date for applying to the supervisor of the position.
- ☐ The supervisor of the position interviews all qualified to apply employees and makes a decision regarding each one.
- ☐ In the event there are two or more employees with identical qualifications, the supervisor is encouraged to use a length of service with the organization as a tie-breaker.
- ☐ When the selection has been made, Human Resources notifies the selected candidate and any non-selected but considered candidates.
- ☐ Human Resources coordinate the date of the employee transfer/promotion.
- ☐ The supervisor initiates the Employee Status Change form and submits the form to the employee's current supervisor.

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- ☐ The employee's current supervisor approves the Employee Status Change form and returns it to the new position's supervisor, who then submits it to her/his manager.
- ☐ The manager ensures it is within budget, approves it, and submits it to Human Resources.
- ☐ Human Resources approve the Employee Status Change form if it is within guidelines and submits it to Payroll.
- ☐ Payroll notifies the supervisor of the effective date.

## **6. Internal mobility**

We encourage employees to move across teams, departments and locations within our company if this move fits with their career plans and they're qualified to perform the job

Discuss your aspirations and preferred career goals during performance review meetings. If your manager has an idea of your plans, they'll be able to help you advance within our company and advise you on the best internal opportunities, or even refer you when the right job comes up.

## 7. Manager's responsibilities

As a manager, you're responsible for helping your employees learn and grow. Our hiring practices aim to ensure that each team will always have talented people to perform each job. Therefore, helping your team members move inside our organization and promoting them to more challenging positions is good for our business.

Our company will provide you with training on how to create career paths for your team members and help them become better at their jobs. We ask you to:

- ☐ Always think about what's best for your team members in terms of their personal and professional growth.
- ☐ Actively participate in our succession planning efforts.
- ☐ Recommend qualified team members for open roles in our company.
- ☐ Regularly discuss advancement plans and learning opportunities with your team members.

**Our company will recognize employees for their skills and hard work. But above all, we want to make sure that our employees learn and succeed within our company. To achieve this, all managers and team members should talk freely and frequently about what career moves make sense for their abilities and motivations.**