

# Internal Job Posting Policy

## 1. Introduction

This comprehensive Internal Job Posting Policy outlines the procedures and guidelines for advertising and filling job openings within our organization. Our aim is to foster career growth, retain talent, and promote transparency in our hiring processes.

### 1.1 Purpose

The purpose of this policy is to:

- Encourage employee career development and growth within the organization
- Increase employee engagement and job satisfaction
- Retain valuable talent by providing opportunities for advancement
- Promote transparency in our hiring processes
- Ensure fair and equal opportunity for all employees

### 1.2 Scope

This policy applies to all full-time and part-time employees who have completed at least six months of continuous service with the organization, unless otherwise specified in their employment contract or collective bargaining agreement.

## 2. Policy Guidelines

### 2.1 Eligibility Criteria

To be eligible for applying to internal job postings, employees must meet the following criteria:

- Have completed a minimum of six months of continuous service in their current position

- Meet the minimum qualifications for the posted position Have a
- satisfactory performance record in their current role
- Not be on a performance improvement plan or under disciplinary action
- Have not been promoted or transferred within the last six months

## **2.2 Posting Process**

All eligible job openings will be posted internally for a minimum of five business days before being advertised externally. The posting process will include:

- Publishing the job opening on the company's internal job board
- Sending an email notification to all employees
- Displaying the job posting on departmental bulletin boards
- Including the job opening in the company's weekly newsletter

## **2.3 Job Posting Content**

Each internal job posting will include:

- Job title and department
- Reporting structure
- Essential duties and responsibilities
- Required qualifications (education, experience, skills)
- Preferred qualifications
- Salary range or grade level
- Application deadline
- Contact information for inquiries

## **2.4 Application Process**

Interested employees should follow these steps to apply for an internal position:

1. Review the job posting and ensure they meet the minimum qualifications

2. Submit an updated resume and cover letter to the Human Resources department
3. Complete an Internal Job Application form
4. Obtain approval from their current manager (see section 2.5\
5. Participate in the interview process as scheduled

## **2.5 Manager Approval**

Employees must inform their current manager of their intention to apply for an internal position. Managers are expected to support their employees' career development efforts and should not unreasonably withhold approval. However, managers may delay approval if:

- The employee is working on a critical project that cannot be immediately transitioned
- The employee's departure would significantly impact the department's operations

In such cases, the manager must provide a written explanation and a proposed timeline for release to both the employee and Human Resources.

## **2.6 Selection Process**

The selection process for internal candidates will be fair, transparent, and based on merit. It will include:

- Initial screening of applications by Human Resources
- Interviews with the hiring manager and team members
- Skills assessments or job-related tests, if applicable
- Reference checks with current and previous supervisors
- Final selection based on qualifications, performance, and potential

## **2.7 Feedback and Communication**

All internal candidates will receive timely feedback on their application status:

- Acknowledgment of application receipt within two business days
- Notification of interview status within five business days after the application deadline
- Feedback on interview performance, regardless of outcome, within three business days after the final decision
- Detailed feedback and career development suggestions for unsuccessful candidates

## **2.8 Transition Period**

If an internal candidate is selected for the position, the following transition guidelines apply:

- The employee must provide at least two weeks' notice to their current department
- The current and new managers will agree on a transition plan, not to exceed four weeks
- The employee will assist in training their replacement or documenting their current responsibilities
- A formal handover process will be conducted to ensure smooth transition of duties

## **2.9 Probationary Period**

Employees who accept an internal position will be subject to a 90-day probationary period in their new role. During this time:

- Regular performance check-ins will be conducted with the new manager
- Additional training or support will be provided as needed

- If the employee does not meet the performance expectations, efforts will be made to return them to their previous position or a similar role

### **3. Exceptions and Special Circumstances**



## **3.1 Confidential Positions**

Some positions may be filled without posting due to their confidential nature or strategic importance. These exceptions must be approved by the CEO and HR Director.

## **3.2 Reorganizations and Restructuring**

During company reorganizations or restructuring, some positions may be filled through direct appointments to ensure business continuity and minimize disruptions.

## **3.3 Temporary and Project-Based Positions**

Short-term assignments (less than six months) may be filled without going through the full internal posting process, but employees will be notified of these opportunities when possible.

# **4. Policy Review and Compliance**

## **4.1 Annual Review**

This Internal Job Posting Policy will be reviewed annually by the Human Resources department to ensure its effectiveness and compliance with current laws and organizational needs.

## **4.2 Compliance Monitoring**

The Human Resources department will monitor compliance with this policy and report any violations to senior management. Employees who violate this policy may be subject to disciplinary action.

## **4.3 Grievance Procedure**

Employees who believe this policy has not been fairly applied may file a grievance through the company's standard grievance procedure.

## **5. Supporting Resources**

### **5.1 Training and Workshops**

The company will provide regular training sessions and workshops on topics such as:

- Career development planning
- Resume writing and interview skills
- Understanding job descriptions and qualifications
- Navigating the internal job application process

### **5.2 Career Counseling**

Employees are encouraged to seek career counseling from the Human Resources department or their managers to discuss their career aspirations and development plans.

### **5.3 Mentorship Program**

A formal mentorship program will be established to support employees in their career growth and prepare them for future opportunities within the organization.

## **6. Conclusion**

This Internal Job Posting Policy demonstrates our commitment to employee growth, fairness, and transparency. By following these guidelines, we aim to create a dynamic work environment that encourages career development and retains top talent within our organization. All employees are encouraged to take advantage of the opportunities presented through this policy and to actively participate in their own career progression.

For any questions or clarifications regarding this policy, please contact the Human Resources department at [hr@companyemail.com](mailto:hr@companyemail.com) or ext. 5555.

