

# **INTERNAL JOB POSTING PROCEDURES**

Employees may apply for open positions within other departments if they:

- Meet the minimum qualifications of the posted position;
- Are performing at a satisfactory level in their current position as assessed by the employee's current manager/supervisor;
- Are not currently involved in any disciplinary or performance improvement process; and
- Have been in their current position for at least twelve months.

The employee's manager and Human Resources must approve any exception to the length of service requirement.

## **Employee Responsibilities**

Employees have the right to make reasonable inquiries, without fear of retaliation, about a vacancy before notifying their manager or formally applying for the position. However, if the employee has not met the minimum qualifications for the position, he/she should not apply.

In order to apply for an open position within another department, the employee must:

- Complete the Internal Job Posting Application (available on the intranet)
- Follow the application process

In order for an internal application to be processed, the appropriate approvals must be obtained. If the current manager does not feel the employee qualifies for the position, he/she should discuss those concerns with the employee and Human Resources.

## **Human Resources Responsibilities**

All employees who respond to an internally posted position may be interviewed if the employee meets the eligibility or desired job requirements. Employees that do not meet the job requirements will be notified by the Human Resource Representative or Department Manager. Candidates interviewed but not selected will be notified they were not selected. After this contact has been made, the hiring manager should suggest developmental activities that would enable the employee to receive more favorable consideration for similar openings in the future.

References and past performance information will be made available to the hiring manager through the Human Resources Representative. Sharing and obtaining employment related information on internal candidates is strongly encouraged.

The Human Resources Representative should communicate changes in the status of the position (on hold, changed requirements, etc) to all candidates.

## **Hiring Manager's Responsibilities**

The hiring manager should not solicit or contact employees about openings without first contacting and obtaining approval from the manager of the employee. The current manager should initiate communication with the employee to make the person aware of the openings and

determine his/her level of interest. If interested, the employee should apply according to the above process.

Full and open communication between all parties involved and, in particular, between the current and hiring manager is required. Potential staffing and workload problems will be taken into consideration before an employee can transfer. The affected manager should agree upon the specifics of the transfer and its timing. When necessary, the transfer can be delayed for a reasonable period until the newly vacated position is filled. Normal practice is a two-week notice period; however, based on the nature of certain positions, three or four weeks may be necessary. If the delay is more than four weeks, the Human Resources Representative should be consulted.

### **Compensation**

Upon selection of a candidate, the hiring manager and the Human Resources Representative must agree on the compensation and promotion and/or transfer package. Based on current position title and responsibility of the candidate, position changes may be considered promotional or lateral.

Transfers to lesser authority and responsibility are expected to occur only in rare occasions and shall be dealt with on a case by case basis by Human Resources. If the employee is applying for a lower level job, this may result in a decrease in pay.