

# Internal Hiring Process Policy

## 1. Introduction

This comprehensive Internal Hiring Process Policy outlines the procedures and guidelines for filling job vacancies within our organization using internal candidates. Our aim is to foster career growth, retain talent, and maintain a motivated workforce while ensuring fairness and transparency throughout the hiring process.

### 1.1 Purpose

The purpose of this policy is to:

- Provide clear guidelines for internal hiring processes
- Ensure fair and equal opportunities for all employees
- Promote career development and growth within the organization
- Retain valuable talent and institutional knowledge
- Boost employee morale and engagement

### 1.2 Scope

This policy applies to all full-time and part-time employees who have completed their probationary period. It covers all internal job postings, promotions, lateral moves, and transfers within the organization.

## 2. Internal Job Posting Process

### 2.1 Identifying Vacancies

Department heads and managers are responsible for identifying job vacancies within their teams and notifying the Human Resources (HR) department.

### 2.2 Job Requisition

To initiate the internal hiring process, the hiring manager must submit a Job Requisition Form to HR, detailing:

- Position title and department
- Job description and required qualifications
- Reason for the vacancy
- Proposed salary range
- Preferred start date

## **2.3 Internal Job Posting**

HR will post all approved job openings internally for a minimum of five business days before considering external candidates. Internal job postings will be communicated through:

- Company intranet
- Internal email announcements
- Departmental bulletin boards
- Team meetings

## **2.4 Application Process**

Interested employees must submit their applications through the designated internal application system, including:

- Updated resume
- Cover letter explaining their interest and qualifications
- Internal Job Application Form

# **3. Eligibility Criteria**

## **3.1 Minimum Requirements**

To be eligible for internal hiring opportunities, employees must meet the following criteria:

- Completed at least six months of continuous service in their current position
- Met or exceeded performance expectations in their most recent performance review
- No active disciplinary actions or performance improvement plans
- Possess the required qualifications for the position

## **3.2 Exceptions**

Exceptions to the eligibility criteria may be made in special circumstances, subject to approval from HR and senior management.

# **4. Selection Process**

## **4.1 Initial Screening**

HR will conduct an initial screening of all internal applications to ensure candidates meet the minimum qualifications and eligibility criteria.

## **4.2 Hiring Manager Review**

The hiring manager will review all qualified internal applications and select candidates for interviews based on their qualifications, experience, and potential fit for the role.

## **4.3 Interviews**

The interview process for internal candidates may include:

- Initial interview with the hiring manager
- Panel interviews with team members and stakeholders
- Skills assessments or job-related tests
- Presentation or case study (if applicable)

## **4.4 Reference Checks**

HR will conduct internal reference checks with the candidate's current manager and other relevant stakeholders within the organization.

## **4.5 Decision Making**

The hiring manager, in consultation with HR and relevant stakeholders, will make the final hiring decision based on the candidate's qualifications, interview performance, and overall fit for the role.

# **5. Notification and Feedback**

## **5.1 Job Offer**

HR will extend a formal job offer to the selected internal candidate, including details on the new role, compensation, and start date.

## **5.2 Unsuccessful Candidates**

All internal candidates who were not selected for the position will be notified promptly and offered constructive feedback to support their professional development.

# **6. Transition Process**

## **6.1 Notice Period**

Internal hires are typically required to give a two-week notice to their current department. However, this may be adjusted based on business needs and agreement between the current and new managers.

## **6.2 Handover**

The transitioning employee must work with their current manager to develop a comprehensive handover plan to ensure a smooth transition of responsibilities.

## **6.3 Probationary Period**

Internal hires may be subject to a probationary period in their new role, typically lasting 90 days, to ensure they can successfully perform the new job responsibilities.

# **7. Career Development and Succession Planning**

## **7.1 Individual Development Plans**

Managers are encouraged to work with their team members to create Individual Development Plans (IDPs) that align with potential internal career opportunities.

## **7.2 Succession Planning**

The organization will maintain a robust succession planning process to identify and develop internal talent for key positions.

# **8. Policy Review and Compliance**

## **8.1 Annual Review**

This Internal Hiring Process Policy will be reviewed annually by HR and senior management to ensure its effectiveness and alignment with organizational goals.

## **8.2 Compliance**

All employees involved in the internal hiring process must comply with this policy and related employment laws and regulations. Any violations may result in disciplinary action.

# **9. Confidentiality**

All information related to internal job applications, interviews, and selection processes must be kept strictly confidential by all parties involved.

## **10. Equal Opportunity and Non-Discrimination**

Our organization is committed to providing equal employment opportunities to all internal candidates without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, or veteran status.

## **11. Grievance Procedure**

Any employee who believes that the internal hiring process has not been conducted fairly or in accordance with this policy may file a grievance with HR following the company's standard grievance procedures.

## **12. Policy Implementation and Training**

HR will provide training to all managers and employees on this Internal Hiring Process Policy to ensure its effective implementation and adherence throughout the organization.

By following this comprehensive Internal Hiring Process Policy, our organization aims to create a transparent, fair, and efficient system for internal mobility, fostering a culture of growth, opportunity, and employee engagement.