



INTERNAL JOB POSTING – POLICY (INDIA)

Version 1.0

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Table of Contents

Sr. No.	Description
1	Purpose
2	Scope
3	Objectives
4	Eligibility Criteria
5	Key Guidelines
6	Internal Job Posting Process
7	Exceptions
8	Organizational Disclaimer
9	Internal Job Posting (IJP) Policy – FAQs
10	Version History

1. Purpose

At Sigmoid we believe our best opportunities should start from within. The Internal Job Posting (IJP) Policy exists to support career development, recognize internal talent, and create a transparent pathway for employees to grow within the organization.

This policy ensures all eligible team members have fair access to open roles across departments and locations.

2. Scope

This policy applies to all **active employees** who meet the eligibility requirements outlined below, across all teams and locations.

3. Objectives

- Encourage career growth and skill development internally.
- Enhance employee engagement, retention, and motivation.
- Ensure a fair and transparent process for filling open roles.
- Optimize internal talent mobility before seeking external candidates.
- Provide employees with an opportunity to move within the same department as well as across departments.

4. Eligibility Criteria

To apply for an internal job post, an employee must:

- Have completed at least 12-18 months in their current role/team.
- Must have a positive performance track record - must have been rated at least.
- Working knowledge of the role being applied for must be present.
- Intra-geography movements would be considered.
- No disciplinary cases in the past 12 months.

Note: Exceptions may be made in urgent or business-critical situations with HR's discretion.

5. Key Guidelines

Confidentiality: Managers may be informed of post screening during the evaluation process for feedback or transition planning.

Professionalism: Employees should continue to perform their current duties responsibly while exploring new opportunities.

Feedback: Unsuccessful candidates may request feedback from HR to support their development.

6. Internal Job Posting Process

6.1 Initiation and Approval:

- The Hiring Manager identifies a position and communicates the same to the HRBP.
- The HRBP reviews the position and informs the Functional Head.

6.2 IJP Announcement:

The Talent Acquisition Team announces the open position for the IJP to all employees including the role title, department, location (if relevant), key responsibilities, qualifications, and application deadline while keeping the HR BP informed.

6.3 Application Process:

Employees can apply for open positions by submitting their applications through the IJP form shared via email.

6.4 Screening and Shortlisting:

- The Talent Acquisition (TA) team screens all received applications based on the eligibility criteria specified some of them being.
 - Role fit, skill match, and experience.
 - Performance history and feedback from the current manager (when appropriate).
 - Team dynamics and career trajectory.
- Shortlisted employees proceed to the interview process.

6.5 Interview and Feedback:

- The TA team initiates the interview process and collects feedback from the Hiring Manager.

- The TA team informs the HRBP about the status of shortlisted and rejected employees, providing reasoning for rejections.
- In case no profiles match, the position can be moved to external hiring after a period of 3 weeks.

6.6 Selection and Communication:

- Once an employee is selected for the IJP role, the TA team informs the employee and collects the acknowledgement of the offer, keeping the HR BP in loop.
- The HRBP connects with the selected employees and facilitates the offboarding process.
- After the acknowledgement, the TA team initiates the process of role change and HR Operations Team issues a letter confirming the role change.
- The TA team keeps the current reporting manager, the new reporting manager, and respective functional heads along with the HRBPs from both teams informed about the changes.

6.7 Transition and Knowledge Transfer:

- The effective date of transition is determined based on the time required to complete the knowledge transfer (KT) in the current team.
- If selected, the employee and their current manager will work with HRBP to determine a suitable **transition timeline**—ideally within **8 - 12 weeks**.
- HRBP ensures a smooth transition from the current to the new role for the selected employee.
- The employee may experience changes in designation, department, and reporting manager from the effective date of the transition.

7. Exceptions

- In some cases (e.g. high-priority roles, project-based transitions), exceptions to eligibility or timeline rules may be made by HR in consultation with department leaders.
- Temporary or contract employees may be considered on a case-by-case basis, based on performance and business need.
- Tenure exceptions to be dealt as an exception.

7. Organizational Disclaimer

- The company has the right to interpret, implement, and change the policies and procedures outlined in this document at its own discretion.
- Business maintains the unrestricted right to change, revise, or withdraw all or part of this policy whenever it sees fit and without providing prior notice.
- There can be cases where an inter/intra departmental change might happen within the company without floating a formal IJP. The company reserves the right to make such changes where it seems fit.

Internal Job Posting (IJP) Policy – FAQs

1. What is the purpose of the Internal Job Posting (IJP) Policy?

The IJP Policy is designed to support career development, recognize internal talent, and provide a fair and transparent pathway for employees to explore new roles within Sigmoid.

2. Who can apply for IJP roles?

All active employees across teams and locations who meet the eligibility criteria can apply for internal openings.

3. What are the eligibility criteria to apply for an offshore IJP?

- To be eligible, employees must:
- Have completed 12–18 months in their current role or team.
- Maintain a positive performance record.
- Have working knowledge of the role applied for.
- Have had no disciplinary actions in the last 12 months.
- Be open to intra-geography movement, if required.

Note: Exceptions may be made in urgent or business-critical scenarios at HR's discretion.

4. How do I know about open IJP roles?

Openings are announced by the Talent Management (TM) team and shared with all employees, including details like role, location, responsibilities, and application deadline.

5. How do I apply for an IJP position?

Applications must be submitted via the google form link during the open application window.

6. What happens after I submit my application?

- The TA team reviews and screens applications based on eligibility, role fit, performance, and feedback.
- Shortlisted employees are invited for interviews.

- Final decisions are communicated by the TM team to the employees who applied.

7. Will my current manager be informed if I apply?

Your manager may be informed if you have cleared the screening criteria to plan for a potential transition.

8. Can I ask for feedback if I'm not selected?

Yes. Unsuccessful candidates are encouraged to request feedback from HR to support their future development.

9. If selected, how long will it take to transition to the new role?

Transitions ideally occur within 8-12 weeks to allow sufficient time for knowledge transfer and planning.

10. What changes can I expect after a successful IJP move?

You may experience changes in:

- Designation
- Department
- Reporting Manager
- Responsibilities

Note: Any changes with regards to compensation or promotion will be tagged with performance appraisal cycles.

11. Can contract or temporary employees apply for IJP roles?

They may be considered on a case-by-case basis, depending on performance and business requirements.

12. Can a role move to external hiring while an IJP is in process?

Internal and external hiring will be a parallel hiring process.

13. What should I do while I wait for the IJP outcome?

Continue performing your current duties professionally until a final decision is communicated.

14. Who coordinates the transition after selection?

The HR Business Partner (HRBP) will coordinate the offboarding from your current team and onboarding to the new role, ensuring a smooth transition.

Version History

Version #	Release Date	Created/Edited by	Reviewed by	Description
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0.2	21-Apr-25	Namrata Acharya	Charu Singh	Reviewed
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