

# Hoonartek Internal Job Posting (IJP) Process Guidelines

## V1.2

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Date: – 14-Jun-24

**Objective:**

To provide clear guidelines and criteria for posting and communicating vacancies internally.  
To invest in our employees and help them advance their careers within Hoonartek whenever possible.

**Eligibility:**

This guideline applies to all our full-time employees.

**Process:****Step 1: Identify Job Position to be opened on IJP**

Recruitment Leads will decide which position should be opened in IJP based on business and project requirement.

**Step 2: Get approval to post Job Position on IJP**

- IJP SPOC will place a request with the approving authority – Head of HR to get approval to open jobs internally for that month.
- Head of HR approves/disapproves the request to post the IJP.

**Step 3: Publish Job Position on IJP**

- The recruitment team will publish the job through email and communicate the same immediately to employees through an internal communication system.
- IJP should be published by the 10th of every month and will be open till 20<sup>th</sup> of that month.

**Step 4: Employee applications on IJP**

- All employees shall receive IJP email notification and interested ones shall apply for the same through IJP specific link.
- An employee can apply to a maximum of **1 IJP in a month** and **4 IJPs in a year**.
- Once an employee is selected for a new role through IJP, he/she is expected to work for a minimum of 12 plus months or the duration of the entire role, whichever is less.
- Employees are expected to inform their current Reporting Manager in Keka on the same day of application with a cc to Line manager and respective Recruitment lead and IJP SPOC.
- The recruitment team will receive and evaluate internal applications, check employee performance records if needed in conjunction with the HR Operations lead.

**Step 5: Employee selection criteria**

- Employees who apply for an IJP will be considered for the position only if they
  - Meet each position's required technical & other specific criteria mentioned for that role.

- Perform their current jobs satisfactorily.
- Have held their current position for at least 12 months.
- Is presently not under PIP and disciplinary action.
- If the applicant's rating in the last 2 cycles is below 2.5, then the employee is not eligible to apply for IJP.
- The recruitment team will inform all internal candidates about the status of their application.

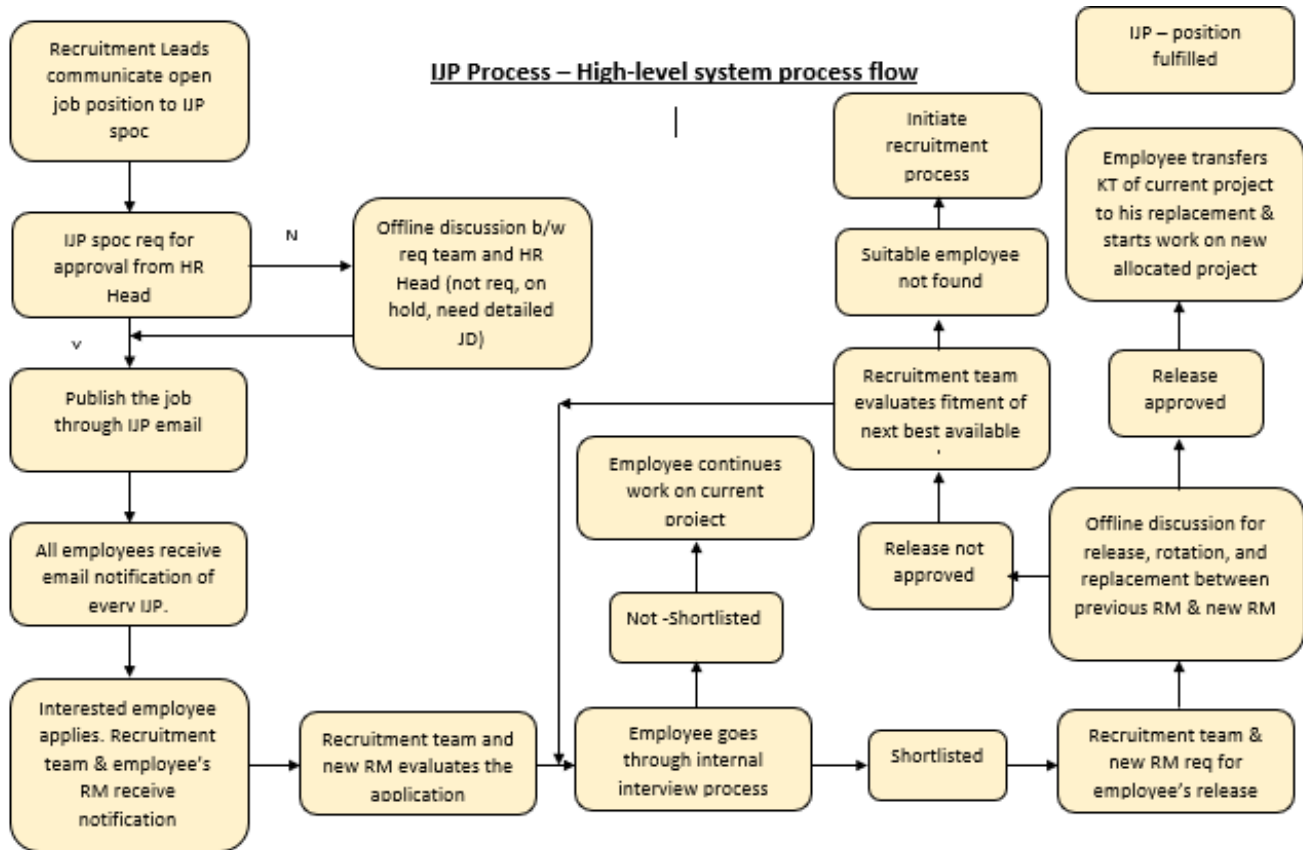
#### **Step 6: Internal interview process**

- Employees who are shortlisted will be invited to an interview. There will be one round of interview consisting of one member panelist – either from new project team or HCC.
- If the employee clears the interview and is selected for the new role, the previous reporting manager and new reporting manager will discuss and identify the best possible way to transition the employee from one role to another.
- They will also decide the employee's release date from the current project and the start date of the new project. This entire process should be completed within 30 days.
- Employees will start work on the new allocated role and project only once the previous reporting manager approves the release of the employee and he/she successfully completes the KT process to his/her replacement.
- The Recruitment lead will communicate the employee's start date on new project to IJP SPOC, CC to HR Operations Lead, HRBP, RMG, previous and new line manager.
- Once this process is complete, the IJP position is considered fulfilled.
- If the employee does not clear the interview and is not selected for the new role, he/she continues working on their current project as before.

#### **General Guidelines**

- On selection against an IJP, an employee cannot decline the new role.
- Selection and movement to new position through IJP does not entitle for any immediate effect to employee's current CTC, designation and other benefits. Such changes will be the effect of the regular revision cycle of the company.
- If a position has to be filled quickly, the recruitment team may post a job both internally and externally and assess candidates from both sources simultaneously.
- Any breach in the above process will result in disqualification of the IJP application for that month.

## Process flow



## Frequently asked questions

1. Where do I apply for an internal job opening?
  - You can apply through the job link in the IJP mail shared with you on your official Hoonartek email.
2. Do I need to notify my manager before I apply?
  - Yes. You should let your manager know of your intent to apply as the IJP team will be reaching out to them upon receipt of your application to confirm your eligibility.
3. Is a HTPL resume required to apply?
  - Yes, you are required to upload your updated HTPL resume on the job application link. An updated HTPL resume (that includes your current work experience from Hoonartek) is strongly preferred.
4. Can I apply to more than one (1) posting at a time?
  - No. You can apply to only one (1) job posting at one time. Apply to the one which matches your experience and skill set.
5. What is the interview process?
  - Following confirmation of your eligibility, a Recruitment team member will contact you. Your interview with the Hiring Manager will be based on how your qualifications compare to the requirements of the open job position.
6. If an employee is selected for a new role through IJP, what is the approximate release time from his/her current project?
  - The expected release time from the current project would be 30 days. Exceptions, if any, can be handled on a case-to-case basis.
7. Can an employee reject the IJP opportunity once he/she is selected?
  - No. The selected employee cannot reject the new role once he/she is selected through the IJP process.

### Document Version History

Version No.	Description	Date	Approved By
0.1	First Release – Initial draft of the document for management review and approval	12-Apr-23	
1.0	Second Release – No change suggested. Approved document for implementation and circulation	14-Apr-23	Nishant Shukla
1.1	Third Release – IJP application changed from 6 in a year to 4 in a year	28-Sep-23	Nishant Shukla
1.2	Fourth Release - Update in company logo based on branding guidelines from Top Management	14-Jun-24	Nishant Shukla

### Document Review History

Version No.	Review Comments	Review Date	Reviewed By
0.1	First Review – No change suggested during the review. Document signed off.	12-Apr-23	Nishant Shukla
1.0	Second Review – Recommendation for IJP application from 6 in a year to 4 in a year	27-Sep-23	Nishant Shukla
1.1	Third Review - Update in company logo based on branding guidelines from Top Management	13-Jun-24	Nishant Shukla