



## INTERNAL TALENT SEARCH POLICY

Version: 3.0

**Type of document:** Internal

**Status:** Uploaded on Intranet

**Date:** 01-Dec-2016

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## TABLE OF CONTENT

<b>CHANGE HISTORY .....</b>	<b>3</b>
<b>1.1 OBJECTIVE .....</b>	<b>4</b>
<b>1.2 ELIGIBILITY.....</b>	<b>4</b>
<b>1.3 POLICY GUIDELINE AND PROCESS.....</b>	<b>4</b>
<b>1.4 EFFECTIVE DATE OF POLICY.....</b>	<b>4</b>
<b>1.5 DEVIATION TO POLICY .....</b>	<b>4</b>
<b>1.6 CHANGES TO THE GUIDELINE.....</b>	<b>4</b>



### Change History

Version	Date	Author	Description
1.6	01-May-2013	Abhijit S Rao	SLA's & selection criteria redefined. Coverage to include all geo's
1.7	01-Jul-2013	Abhijit S Rao	Selection criteria modified
1.8	05-Jun-2013	Abhijit S Rao	Logo and template update
1.9	01-Apr-2014	Abhijit S Rao	Re-banding
2.0	01-Apr-2015	Abhijit S Rao	Change in format
3.0	01-Dec-2016	Abhijit S Rao	Change in guidelines



## INTERNAL TALENT SEARCH POLICY

### 1.1 OBJECTIVE

To provide an opportunity and platform to our employees to pursue their role of choice within the organization. OnMobile encourages capability-based progression over hiring an outsider as and when an opportunity comes up, subject to skill-match with the desired role.

### 1.2 ELIGIBILITY

All permanent full-time employees at OnMobile are eligible to apply subject to the following :

1. Lateral hires - Minimum 24-months tenure in the same unit & role (exclusive of contract experience)
2. Campus / non-campus hires (less than 12 months experience at the time of joining) – Minimum 36-months tenure in the organization and 24-months in the same unit & role
3. Annual appraisal rating of 3 or above in the previous 2 appraisal cycles

### 1.3 POLICY GUIDELINE AND PROCESS

1. ITS will be a parallel source of hiring along with the lateral search when an approved position opens up
2. Hiring managers to share the job description with the recruitment team to post an ITS, for approved positions only
3. Recruitment team will post the job on the intranet and mails will be sent to all employees
4. Eligible employees will apply to the recruitment team. No approvals are required however once the application is received, a notification will be sent to the current manager
5. Recruitment team will check the eligibility (Tenure, Ratings, basic skill set match, etc)
6. Interview will be conducted by a neutral panel selected by the recruitment team. Shortlisted applicant(s) will be presented to the Hiring Manager for final selection
7. All communication, i.e., shortlist, interview, selection etc. to the candidate will be done by the recruitment team
8. Time line from posting an ITS to closure of the position will be within 20 working days
9. Transition time for the selected applicant to move into the new role will be 2 months from the date of selection
10. Current manager of applicant(s) will be formally informed once they are selected for the ITS
11. Minimum time line for an employee to apply for another ITS for the same role is 6 months & for different role is 3 months
12. At the time of the selection, preference will be given in the descending order of the previous two cycles' rating
13. Formalization of band / designation / compensation revision will happen within the same quarter of taking up the new role
14. If the applicants are not selected, they will be given detailed feedback

### 1.4 EFFECTIVE DATE OF POLICY

This policy comes into effect from 01 day of December 2016

### 1.5 DEVIATION TO POLICY

Any exception to these policy guidelines will be at the sole discretion of the management

### 1.6 CHANGES TO THE GUIDELINE

Management reserves the right to amend, suspend or terminate specific guidelines whole or in part, from time to time as conditions warrant