



Internal Job Posting Guidelines - Version Reference

Title	Internal Job Posting
Version	V1.0
Description	Guidelines for applying for open positions internally in HESPL
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Date Created	
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Version	Modified By	Date Modified	Modifications Made
V1	Sharmil Avachat	Mar 2021	IJP Framework
V1.1	Priyansha Sinha	Jun 2021	IJP process updates and workflow

Definition & Scope

It is a process through which employees can view, apply & work (post selection) for a different role.

The new role can be for the same location & designation, but cannot be in the same vertical. All HESPL employees (full-time, fellows & above) are in scope of IJP.

Terminologies:

1. **IJP Applicant:** Employee applying for the IJP
2. **Line Manager:** The “current” immediate manager of the applicant (sending entity)
3. **Hiring Manager:** The manager who wants to fill the IJP (receiving entity)

Eligibility

The employee should have completed 12 months in the organization, at least 6 months in his/her current role.

Frequency

Anytime in a year, depending on the role availabilities

Important to Note IJP Application Guidelines

1. Employees can apply to max 2 positions at a time from the list of published open positions.
2. S/he should check the eligibility criteria defined for the position before applying.
 - a. If the application does not match the eligibility criteria, it will be rejected & no further action will be taken.
3. Application can be withdrawn by the employee till the first round of interview.
4. The immediate or skip-level hiring manager will need to communicate the interview outcomes with the HR team ONLY.
5. Any decision on selection/ rejection cannot be communicated by the manager(s) to the employee.

Selection criteria

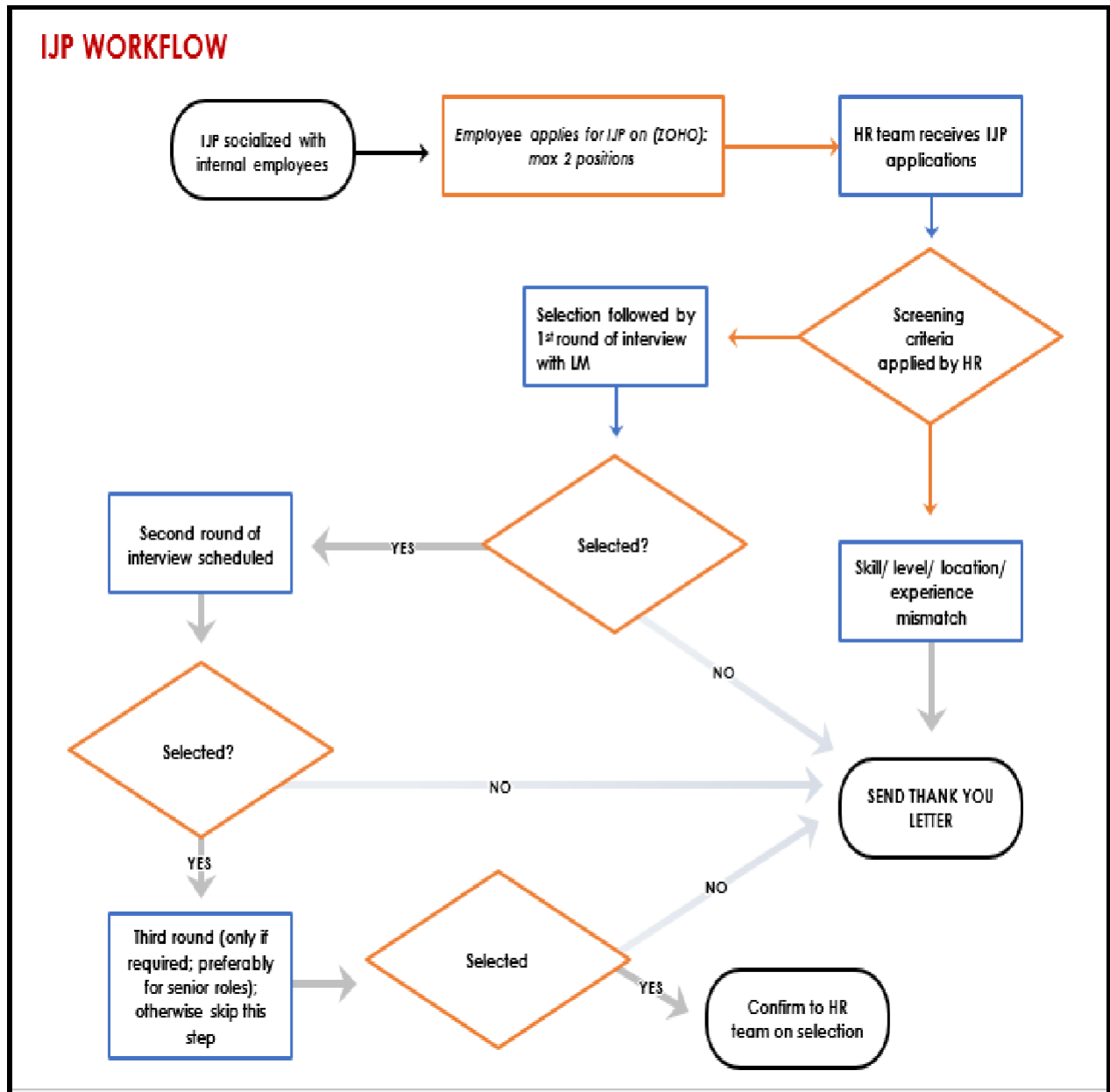
The selection process will take place in minimum two rounds of interview & maximum three rounds of interview

1. **First round:** Screening on eligibility criteria/ reason of seeking a change from the current role/ reason of why the person believes s/he is fit for the role in terms of contributions (to be done by the HR team).
2. **Second round:** Technical round (conducted by the hiring manager).

Final Communication

After the interviewers' confirmation on the selection, HR will communicate the decision to the employee, whether the employee has been selected or not.

IJP Workflow



Frequently Asked Questions

Q1: Are there any approvals required before applying to IJP?

Ans: No formal approval required. It is recommended that the applicant should keep his/her manager informed that s/he is interested in applying for internal open positions.

Q2: Can the hiring manager reject the IJP application(s)?

Ans: Yes, subject to the outcomes of interview rounds (including the screening rounds). The hiring manager will need to inform the HR on email on the reasons for not selecting the applicant for the respective position.

Q3: When can the line manager provide feedback on the interview outcome?

Ans: The hiring manager will need to provide the feedback to the HR team Within 2 workingdays of the interview.

Q4: If the employee gets selected, what will be the timelines for him/her to join the new position?

Ans: Once selected, the line manager will need to decide on the release timelines (not exceeding two months max) and will communicate to the hiring manager and the HR.

Q5: If the line manager is not able to identify a backfill, can s/he decline on the release of the IJP applicant?

Ans: No. Once selected, the line manager cannot decline or postpone the release of the IJP applicant by more than 2 months.

Q6: Will the selection/ movement of the employee through IJP impact his/her promotion eligibility?

Ans: The IJP process and performance management process are mutually exclusive. However, when an IJP is resulting in a level or position change, the promotion policy will guide that change.