

Re-hire & Internal Transfers

Re-hire

When a former teammate applies to a requisition:

1. Recruiter will determine if the candidate is a possible fit for the role they are applying to (if different from the previous position).
2. The recruiter will check the former employee's eligibility with the Human Resource Business Partner and former Hiring Manager (if available) prior to pre-screening the candidate
3. If the candidate is eligible for rehire, the recruiter will begin the hiring process accordingly
4. If the candidate is not eligible for rehire, the recruiter will reject the candidate in the system and disposition accordingly

Internal Transfers

Teammates are eligible to apply for internal job postings with the following minimum requirements:

1. Should meet the minimum qualifications of the position as posted in the job description
2. Should have at least 12 months of continuous service in their current position. RealPage's normal standard is 12 months, however there may be business reasons why discretion may be applied.
3. Should not be on a Performance Improvement Plan, Corrective Action Plan or any other disciplinary action plan