

Applying for an Internal Job Opportunity

Date: 16th August 2024



Document classification: Choose from Confidential/Internal/Private/Public

Refer to [Invenio information classification guidelines](#)

Copyright

© 2022 Invenio or an Invenio affiliate company. All rights reserved.

LEGAL NOTICE

The information in this document is confidential and/or proprietary and may not be transmitted in any form without express permission of Invenio or its affiliated companies. Provided that a written contract exists between Invenio and customer, each party will have the right to duplicate, use, or disclose the information only to the extent provided by the contract. Invenio or its affiliated companies retains ownership of this document, unless explicitly stated otherwise in this document or written contract. The word and design marks set forth herein are trademarks and/or registered trademarks of Invenio or its affiliated companies. All other trademarks listed herein are the property of their respective owners. See www.invenio-solutions.com for additional copyright and trademark information and notices.

Template Revision History:

Version	Date	Description	Author	Reviewer & Approver
1.0	23-Jan-23	Documentation standards to be followed for Word. This in turn shall be used to create standard accelerators subsequently.	Marissa Dorros, Rosina O'Brien, Rajendra Gupta	Caroline Silva, Rick Miller

Document Revision History:

Version	Date	Description	Author	Reviewer & Approver
1.0	16 August - 24	Created document	Stephanie Smith	
2.0	10 September- 24	Approved	Rick Miller	Rick Miller, Katy Quilter
3.0	31 October -24	Edited and Approved	Stephanie Smith	Katy Quilter
4.0				

Table of Contents

Introduction..... 5

Objective 6

Application Process..... 6

Interview Process 6

Backfilling your current role if chosen for the new opportunity 6



Introduction

Invenio is dedicated to fostering an environment where our employees can thrive, grow, and achieve their career aspirations. We believe in the potential of our talented employees and are committed to providing you with opportunities to advance your career right here within our organization. We want each of our employees to have a fulfilling and successful career at Invenio.

We encourage employees to review and apply for internal opportunities. Applying for an internal job opportunity has many advantages. You already understand our culture, values and work environment, which allows for a smooth transition into a new role. You have established relationships within the organization, which can benefit you in terms of collaboration and communication.

In addition, internal job opportunities allow for skill enhancement and development, as well as provide for leadership roles and increased responsibility, helping you advance your career goals. Building upon your current achievements and reputation gives you a competitive edge over external candidates.

Objective

This guide will walk you through the process of applying for a new opportunity within Invenio. If you are key resource / named resource on a project, this may require customer approval and prolong the transition period. Thank you for your cooperation.

Application Process

All job opportunities are posted on our website and Jobvite (our Applicant Tracking System), and shared weekly via our job newsletter. Employees are encouraged to review these opportunities and apply for eligible roles.

Please note to move into a different job, your current role will need to be backfilled with a new resource, and you will be asked to provide knowledge transfer.

The first step requires determining if you are eligible for the new role:

1. Applicant Eligibility Requirements
 - Employee must have completed their probationary period
 - Employee must have a satisfactory performance record (Meets Expectations or above)
 - Employee must be in current role for a minimum of 12 months and/or on the bench
 - Employee must meet requirements / qualifications of job you are applying
2. If you are eligible, schedule time with your L1 manager to discuss your interest in the new role and how it aligns with your career goals and aspirations.
3. If approved, the L1 manager will put approval in writing (email) to you, the applicant.
4. The applicant will notify, via email, the Practice Manager/Lead/Champion and the Project Manager of their manager's approval to apply for a new opportunity.
5. You will upload both the resume and approval documentation to apply for the role in Jobvite.

Interview Process

1. Once the application is received in Jobvite, it will be managed by TA (Talent Acquisition).
2. TA will share your application with the Hiring Manager for review and to determine if they would like to proceed with an interview. In some cases, a customer interview will be required as well.
3. TA will communicate with the candidate and keep them informed of their application status.
4. Once the hiring manager has made a final determination, the candidates will be informed.
5. The selected applicant will receive a written offer from TA for signature and HR processing.

Backfilling your current role if chosen for the new opportunity

It is the role of the Practice to work with Delivery and Project teams to identify the required backfill for you at your current project so that you can be released to join the new project. This process takes time, and we appreciate your patience.

1. Practice will identify the technical skills, experience, and qualifications required to backfill your role.
2. Practice will determine if existing team members or employees might be interested in stepping into your role, taking into consideration workload, skills, and career goals.

3. Practice will determine if internal candidates, with proper training, may be suitable to backfill your role.
4. If internal candidates are not suitable or available, the Practice Head will consult with the Project Manager on the required backfill on the project. If the role to be replaced is the same, the Practice Head will submit a resource request in InTrack; if the Project Manager would like to take this opportunity to modify existing role, the Project Manager will submit the request in InTrack.
5. Project Manager/Practice Manager will conduct interviews, and a customer interview if required.
6. Once a candidate is hired, internal or external, the Practice and/or Project Manager will ensure there is a clear transition plan, e.g. onboarding, knowledge transfer, team / customer introductions.