**Company K Career Development and Promotions Policy**

**1. Purpose**

The purpose of this Career Development and Promotions Policy is to support the professional growth and advancement of employees at Company K. This policy outlines the procedures and criteria for career development, promotions, and internal job opportunities.

**2. Career Development**

* **Individual Development Plans (IDPs):**
  + **Creation:** Employees are encouraged to create Individual Development Plans in collaboration with their supervisors. IDPs outline career goals, required skills, and action steps to achieve those goals.
  + **Review:** IDPs are reviewed annually during performance reviews to assess progress and adjust development plans as needed.
* **Training and Education:**
  + **Opportunities:** Company K provides various training and development opportunities, including workshops, seminars, online courses, and professional certifications.
  + **Support:** Financial support or time off for educational pursuits may be provided, subject to managerial approval and budget constraints.
* **Mentorship Programs:**
  + **Mentoring:** Employees may participate in mentorship programs to receive guidance and advice from more experienced colleagues.
  + **Matching:** Mentors and mentees are matched based on career interests and developmental needs.
* **Career Counseling:**
  + **Resources:** Career counseling services are available to help employees explore career paths, set goals, and navigate career transitions.

**3. Promotions**

* **Eligibility:**
  + **Performance:** Employees must demonstrate strong performance and potential for the new role to be considered for promotion.
  + **Experience:** Promotion candidates should have relevant experience and skills for the position they are seeking.
  + **Timing:** Promotions are typically considered during the annual performance review cycle or as positions become available.
* **Promotion Process:**
  + **Application:** Employees interested in a promotion should express their interest through the internal job application process.
  + **Evaluation:** Supervisors and HR will evaluate candidates based on performance reviews, skills assessment, and career development progress.
  + **Interviews:** Candidates may be interviewed to assess their fit for the new role and alignment with company needs.
  + **Decision:** The final decision is made based on candidate qualifications, business needs, and available positions.
* **Communication:**
  + **Feedback:** Employees who are not selected for promotion will receive constructive feedback to help them understand areas for improvement and future opportunities.
  + **Notification:** Employees who are promoted will be formally notified and provided with details about their new role, responsibilities, and compensation adjustments.

**4. Internal Job Opportunities**

* **Job Postings:** Open positions are posted internally to provide current employees with opportunities to apply for new roles within the company.
* **Application Process:** Employees interested in internal job openings should follow the application process outlined in the job posting and submit their applications through the company’s HR management system.

**5. Policy Review and Updates**

* **Annual Review:** This policy will be reviewed annually to ensure it remains current and effective. Updates will be made as needed to reflect changes in company practices and industry standards.

**6. Contact Information**

For questions about career development, promotions, or internal job opportunities, employees can contact the HR department at [hr@companyk.com](mailto:hr@companyk.com) or visit the HR office.