

Internal Job Posting Policy

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1. Introduction

1.1 Objective

The purpose of this policy is to provide managers and supervisors with a process through which they can identify qualified employees for open positions in their organizations. Additionally, it provides employees an opportunity to advance their careers by self-nominating for open positions.

1.2 Scope

These policies are applicable for all employees based out of Pune.

1.3 Glossary of Terms

Terms	Description
Admin	Administration
BUH	Business Unit Head
DH	Department Head
HR	Human Resource
IJP	Internal Job Posting
PIP	Performance Improvement Plan

2. Responsibility

HR department shall be responsible for verifying the effectiveness of the process and its revision whenever required.

3. Policy

All internal job postings will include job title, department, job summary, essential duties, salary grade, and minimum qualifications. In general, notices of all internal job openings are posted, although the company may reserve its discretionary right not to post a particular opening.

4. Procedure

4.1 Open Positions

On receiving the manpower requisition, the HR Department will check with respective BUH / DH for releasing IJP. Post approval, the IJP will be floated to all employees. The job posting will remain active for 5 business days (excludes holidays and weekends), which will be specified in the form. All posted positions will be informed via emails to all employees. In case the open position is not filled internally, SGA shall conduct external search to close the open position.

4.2 Eligibility Requirements

Certain criteria need to be met by a current employee to apply for the opening. Criteria will be listed in the posting. Employees may apply for any posted position as long as they meet the following eligibility requirements:

1. Most recent performance rating must be "meeting expectations" or above
2. Meet the minimum qualifications as stated in the job posting

3. Employees, who are on probation, or were on PIP within the last year or on a disciplinary probation or suspension are not eligible to apply for posted jobs
4. Any employee, who has recently been hired, transferred, promoted, or is on probation must wait a period of twelve months before submitting an application for company job vacancy
5. Employees, who have been at their present job assignment for at least twelve months, are eligible to apply
6. Applicant's compensation should not exceed the salary band of the open position. A joint decision will be taken by the BUH / DH and the HR Head to decide the new compensation, inclusive of percentage hike. There will be no salary revision unless there is a change in designation
7. Approval of the immediate Supervisor / BUH / DH will be a mandate to go ahead with the application
8. Exceptions to these eligibility requirements must be reviewed and approved by the employee's Supervisor and the HR representative

4.3 Application Deadline

During the active 5 business days of IJP posting, employees may apply for job opening for which they meet the eligibility requirements. Employees who are on an excused or approved absence from work during the entire posting period will be allowed to submit an application on the first day they return, as long as the job has not already been filled.

4.4 Posting Content

All posted positions will have a job description of the position including responsibilities, qualifications, designated recruiter contact, location and salary grade.

4.5 Supervisor Notification

Employees are encouraged to discuss their interest about an open position with their supervisors. An applicant's current supervisor may be contacted to verify performance, skills and attendance, and the personal file may also be reviewed. Staffing limitations or other circumstances that might affect a prospective transfer may also be discussed.

4.6 Selection Process

The recruiter will review / screen all applications and qualified candidates will be referred to the hiring Manager / Supervisor. Candidates not selected for continuation in the selection process will be notified by the recruiter at the conclusion of the screening process.

Consideration will be based upon experience, past performance, competencies, credentials and overall good standing in current position (as stated in the eligibility requirements).

4.7 Release of Internal Candidates

It is the responsibility of the new hiring Manager / Supervisor and the selected employee's current Manager / Supervisor to mutually agree on the starting date for the new position which should be between 30 to 45 days from the selection.

4.8 Feedback

All applicants will be notified of the final decision. SGA retains the right to transfer a successful employee only after a replacement is obtained for his current position.

If no applicants are considered qualified or there are no applicants within the time limits, the opening will be filled through normal procedure.

5. Exception

Exceptions require joint approval of the BUH / DH and the HR Head.