

May 2024

Internal Job Application Process | Policy

POLICY OWNER:	Human Resources Department, Recruiting
POLICY APPROVED BY:	Associate Director, Global HR Operations, Human Resources
POLICY CONTACT:	Senior Manager, Global Talent Acquisition, recruiting@water.org , hr@water.org

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I. Policy Overview

Policy Statement

Water.org encourages employees to take an active part in their career development. Open positions may be an opportunity for professional development through an internal promotion or a transfer to another department. One of the tools the company makes available to employees is the link to open positions. This enables current employees to apply for available positions when posted.

Purpose

This policy enables current employees to apply for available positions when posted.

Applicability

Posted positions are located on our internal career page located [here](#). Employees who have interest in the position are to apply to the posting via the link with their resume/CV and updated candidate profile.

Governance

The **Human Resources Department** is the owner of this policy and is responsible for administering, reviewing, and making recommendations for updates or changes to this policy in alignment with business needs.

Violations

It is the expectation of Water.org that direct supervisors proactively manage their direct reports' compliance with this Policy. Non-compliance, from an employee or a direct supervisor, may result in progressive disciplinary actions consistent with the organization's established HR procedures.

II. Policy

1. Application Process

- Ensure that you meet the following eligibility requirements:
 - You are a current, regular full-time or part-time employee of Water.org.
 - You have been in your current position for at least one year.
 - Your performance meets the established work standards and competencies for your position.
 - You meet the minimum qualifications listed for the position on the job posting.
- Notify your direct supervisor of your intention to apply for the position. Your supervisor maybe consulted as a reference in the recruitment process.
- Update your Resume/CV and candidate profile and apply to the position of interest.
- A Water.org Recruiter will contact you regarding the next step in the process. If you do not meet the minimum qualifications for the position, you will be provided with feedback.

2. Interviews

- If you are selected to interview for the position, formal interviews with the Hiring Manager and appropriate interview team members will be scheduled.
- After interviews have been completed with all candidates, you will be contacted by the Recruiter or Hiring Manager with a decision.

3. Offer

If selected for the role, an offer will be extended. If accepted, a reasonable time period for transfer will be negotiated, typically 2-3 weeks.

III. Additional Resources

Contact for Support

In case of questions, clarifications, or concerns, please send your email to your HRBP or recruiting@water.org.