



INTERNAL CANDIDATES

Application and Hiring Process Guide

1. Internal candidates must meet the following eligibility requirements:
 - a. Must be in current position for at least 1 year and in good standing.
 - i. No ongoing discipline issues or performance improvement plans.
 - ii. Most recent performance rating must be at least “meets expectations”.
2. Employees must inform the current manager before applying for a new job.
 - a. If the Current Manager has concerns about an employee’s eligibility or ability to perform the role, the Manager should contact the appropriate HR business partner to discuss their concerns.
 - i. If it is determined that the employee is not eligible to apply, the Current Manager should have a follow-up conversation with the employee to discuss the concerns.
3. If an Internal Candidate is eligible to apply, they should be informed and apply on-line through the Career Center in ADP.
 - a. The Internal Candidate will automatically be eligible to move to the interview stage and the TA team will schedule an interview.
4. Before considering the Internal Applicant as a finalist, it’s highly recommended that the Hiring Manager speak with Current Manager to confirm the employee is in good standing (see above criteria) and understand what a transition plan might look like if they are selected.
5. If Internal candidate is not selected, Hiring Manager should contact them and provide feedback as soon as possible.
 - a. An informal conversation with the candidate should be tailored to developmental purposes and cover what they could do to gain the necessary skills and experience to be considered for the position in the future.



6. If Internal candidate is selected:

- a. The Hiring Manager should contact the Current Manager and notify that an offer will be presented to the employee. This is a good opportunity to pre-negotiate a transfer date and transition plan.
- b. Hiring Manager should work with HR team to determine appropriate offer amount.
 - i. If necessary, Talent Acquisition should consult HR Business Partner.
- c. Talent Acquisition extends the offer.

Talent Acquisition submits internal offer letter template to Hiring Manager for offer letter preparation.

The Hiring Manager receives a signed offer letter from the internal candidate and files as appropriate.

- d. Talent Acquisition follows the current recruitment steps and “hires” internal candidate to requisition in ADP.