

# Job Posting Policy



## **1. PURPOSE**

The purpose of the Job Posting Policy is to ensure all employees are aware of open positions and have the opportunity to apply for those they are qualified for. [Company Name] believes in promoting from within when possible and is committed to employing the best candidates for approved positions and engaging in effective recruitment and selection practices in compliance with all applicable employment laws. We provide equal employment opportunity to all applicants and employees.

## **2. SCOPE**

This policy applies to all [Company Name] positions at the level of vice president and below. The hiring manager and human resource (HR) department may elect not to post certain positions when there are lawful, non-discriminatory bases for doing so and with the approval of the senior management team.

## **3. JOB POSTINGS**

Once an open position is approved for recruitment, HR will generate job announcements electronically and post the announcements in designated areas within company facilities. Appropriate external recruitment sources will vary depending on the vacancy and will be determined by HR and the hiring manager.

The position will be posted internally for five business days, during which time eligible employees may apply ahead of external candidates. In some cases, external recruiting may take place simultaneously to expedite the process as business needs require. Internal candidates may or may not be given preference depending on the circumstances.

Each job posting will have a closing date by which time applications must be received to be considered for the position.

## **4. ELIGIBILITY**

To be considered for an open position, you must:

1. Have worked for [Company Name] for at least 12 months and have been in your current position for at least six months.
2. Have received a rating no lower than “meets expectations” on your most recent performance review and must not currently be on a performance improvement plan.
3. Meet the minimum requirements for the job and be able to perform the essential functions of the position, with or without reasonable accommodation.
4. Submit an application to HR by the closing date as stated in the posting.