

Example

Internal Position Bidding Process

Internal Position Bidding Process

At %ORGANIZATION_NAME%, our goal is to create an environment for our employees to not just *have another job*, but more importantly, to *build a rewarding career*. Our internal position bidding process is a central component of our strategy.

This process gives current employees the ability to apply for any position for which they qualify either before or at the time time as the position is advertised publicly. While the specific process for each position may vary, the following is a typical position posting process.

Internal job opportunities are regularly posted online on the company's website recruiting page at %RECRUITING_PAGE_URL%. Job openings are also emailed to the companywide mailing list where employees are informed that only internal candidates are eligible to apply.

To Apply for an Opening:

Step 1: Ensure that you are eligible:

- You are a current, regular full- or part-time (your company) employee,
- You have been in your current position for at least six months. (Exceptions to this six-month requirement may be made by the hiring manager in consultation with your current manager),
- Your performance in your current position meet or exceeds expectations,
- You have not had corrective action within six months and are not current under a probationary period, and
- You meet the qualifications listed for the position on the job posting.

Step 2: Discuss the position with your manager

Your manager will serve as a key advocate for your advancement and has a genuine interest in your career growth at %ORGANIZATION_NAME%. You are encouraged to discuss with them whether they believe the new position is an appropriate career move for you and your unique skills and experience.

Step 3: Complete an Internal Job Application form:

Applications are available on the company's recruiting website at %RECRUITING_PAGE_URL%. Attach your resume, if you have one, to the completed application.

Step 4: Submit your completed Internal Job Application to HR.

Please meet the stated deadline to turn in the job application. You are ineligible for the position if you fail to meet the application expectations. HR must treat all applicants the same.

Step 5: Candidates who are qualified will participate in an initial interview with the manager of the position.

This interview happens if the applicant has not interviewed with that particular manager in the past six months. Finalists will participate in two additional interviews, with an HR representative, potential coworkers, and with an internal customer of the position or another manager. All candidates will be notified by the manager of the position whether selected or not.