

MARKLUND
HUMAN RESOURCES POLICY AND PROCEDURE

POLICY NO: 2.3.2

PAGE: 1 OF 2

SUBJECT: Internal Recruitment

DEPARTMENTS AFFECTED: ALL

APPROVED BY:

ISSUE: 1-9-96 REVISED: 3-18-93, 6-6-94, 1-27-96, 6/1/98,
2/18/01, 5/01/02

EFFECTIVE DATE: 12-1-90

PURPOSE: To inform employees of internal employment opportunities.

POLICY:

1. Marklund encourages employees to apply for open positions within the organization. When current employees are as well qualified as outside applicants, they will be given preference in the selection process in order to provide the opportunity to advance from within the organization. The open position is posted throughout the organization and on the intranet .
2. There are some exceptional situations in which a position may not be posted. The Human Resources Director must be consulted and approve any exceptions before the department begins any action to fill the vacancy.
 - a) When certain positions are being phased out, Marklund's first commitment is to the people being displaced. These employees may be placed in open positions without those positions having been posted.
 - c) When new responsibilities are added to a position and the position is reclassified at a higher level, if the position is occupied by an employee doing an effective job as evaluated at that time by their supervisor, the incumbent will be promoted and the job will not be posted unless there is a substantial change in the education or experienced required to do the job.
 - d) When an employee has been temporarily performing the duties of a position and that position then become available, the employee would get first consideration to fill that position before posting it.

PROCEDURE:

2. Application and Transfer
 - a) All employees seeking a transfer may apply for a vacancy when it is posted. It is recommended employee completes three months of continuous employment before applying for any transfer.
 - b) The application for posted position must be made through the Human Resources Department. The form is available on the intranet.
 - c) The Human Resources Department will screen all employees requesting a transfer to determine applicants qualifications and acceptable job performance in their present positions. Employees on formal developmental action (i.e. a first or second written), are not normally eligible for a transfer and promotion for six months after the date of the write-up (refer to Developmental Action policy 3.5). After verifying

eligibility, the Human Resources Department will arrange an interview for qualified candidates with the hiring department.

- d) The hiring department must interview all qualified candidates who make timely application for the transfer. Human Resources will also notify those not scheduled for an interview, with reasons and counseling on how the employee can improve their overall qualifications for future consideration.
- e) Employees who are selected for a transfer will be required to give a minimum of (2) two weeks notice to their present supervisor. If more time is needed to transition, supervisors may work out a mutual agreeable time.
- f) Selected candidates for transfer will be required to serve a (3) three-month probationary period in their new position. However, if the transferred employee's job performance is not satisfactory during the probationary period, an attempt will be made to place the employee in another position for which they qualify. However, if no opening is available the policy governing the probationary period will apply.
- g) The hiring department must advise the Human Resources Department of the reasons why other interviewed employees were not selected for transfer; and these reasons will be conveyed to each employee by the Human Resources Department.