# Internal Job Posting and Transfer Policy

Replace each [Placeholder]. Set eligibility and release periods that your operations can actually meet. Employers with Colorado employees must also follow that state's promotional opportunity notice rules.

## 1. PURPOSE

[Company Name] wants employees to grow here. This policy gives every eligible employee a fair, visible way to apply for open roles, and gives managers a predictable process for releasing and receiving people.

## 2. WHICH JOBS ARE POSTED

All open regular positions are posted internally at [location: careers portal, intranet, break-room boards] for at least [5 business days] before or at the same time as external advertising. Postings include the job title, department, location, work arrangement, pay range, key requirements, hiring manager and closing date.

Exceptions, approved by [HR leader]: positions filled through a documented succession plan, promotions within an established career ladder (for example Agent I to Agent II), reorganizations, roles filled by recalled or reinstated employees, and confidential executive searches.

## 3. ELIGIBILITY

Employees may apply if they:

- have been in their current role for at least [6 months] ([90 days] for frontline hourly roles), or have their manager's agreement to apply sooner
- are not on a final written warning or performance improvement plan [, unless HR approves]
- meet the minimum qualifications in the posting

Employees on leave may apply. Temporary and agency workers may apply for posted roles on the same basis as external candidates.

## 4. TELLING YOUR MANAGER

Tell your current manager when you apply. [HR will notify the manager when an internal applicant moves to the interview stage.] Managers may not discourage employees from applying, delay their release beyond this policy, or treat them differently because they applied. Doing so is a violation of this policy.

## 5. SELECTION

Internal applicants who meet the minimum qualifications will [receive a screening conversation with the recruiter]. They are assessed against the same criteria and structured interview as external candidates. Performance and attendance records from the last [12 months] may be reviewed, and the receiving manager may speak to the current manager. All internal applicants will be told the outcome personally before an external hire is announced, and those not selected will be offered feedback.

## 6. RELEASE AND START DATE

Once an offer is accepted, the employee moves to the new role within [2 weeks], or [4 weeks] for roles requiring a replacement to be trained. In operations with fixed training classes, the start date may be aligned to the next class date. Any longer delay must be approved by [HR leader] and the employee will be told the reason.

## 7. PAY AND CONDITIONS ON TRANSFER

Pay in the new role is set within its posted range using the same criteria used for external hires. A promotion normally includes an increase of at least [X%] or the range minimum, whichever is higher. Lateral moves keep current pay unless it is outside the new range. Employees who move to a lower-graded role at their own request may have pay adjusted to the new range. Seniority, accrued PTO and benefits carry over. Moving may restart [a 90-day] introductory period in the new role; failing it does not by itself end employment, and HR will help the employee look for another suitable role.

## 8. NON-RETALIATION AND QUESTIONS

No employee will be penalized for applying for an internal job. Report concerns to [HR contact]. Effective date: [Date].

## INTERNAL JOB APPLICATION FORM

**Employee name**

**Employee ID**

**Current job title, department and location**

**Current manager**

**Date started in current role**

**Position applied for and requisition number**

**Why are you interested in this role, and what skills or experience would you bring to it?**

**Relevant training, certifications or projects**

**Shift or schedule availability**

☐ I have told my current manager that I am applying.

Employee signature

Date

**Date**

## HR USE

**Eligibility confirmed**

☐ Eligible ☐ Eligible with manager or HR approval ☐ Not eligible (reason recorded)

**Outcome**

☐ Not selected: feedback given ☐ Offer made ☐ Withdrew

**Agreed release date**

**Notes**