

Internal Hiring Process Policy Template

1. Job Posting:

- All open positions will be posted internally for a minimum of 5 business days before being opened to external candidates.
- Job postings will include a clear job description, qualifications, and application instructions.
- Internal candidates will be given priority consideration for promotion opportunities.

2. Application Review:

- All applications will be reviewed by a hiring committee consisting of at least three members.
- Applications will be evaluated based on qualifications, experience, and alignment with company values.
- Only candidates meeting the minimum qualifications will be considered for further review.

3. Interview Process:

- Qualified candidates will be invited for an initial interview with the hiring committee.
- Finalists will participate in a second-round interview with key stakeholders.
- Interviews will focus on assessing skills, experience, and cultural fit.

4. Selection and Offer:

- The hiring committee will make a final selection based on interview feedback and qualifications.
- A formal job offer will be extended to the selected candidate, contingent upon successful background and reference checks.
- Once the offer is accepted, the onboarding process will begin.

5. Onboarding:

- The onboarding process will include orientation, training, and introductions to key team members.
- New employees will receive a comprehensive overview of company policies, benefits, and expectations.
- Ongoing support and feedback will be provided to ensure a smooth transition into the new role.

Sources:

- Internal Hiring Process Policy: [link]
- Company Values: [link]
- Onboarding Best Practices: [link]