

Internal Job Posting Policy Template

1. Purpose

This policy outlines the procedures for posting internal job opportunities within our organization.

2. Scope

This policy applies to all employees who are interested in applying for internal job openings.

3. Internal Job Posting Process

- Internal job openings will be posted on our company's internal job board for a minimum of [insert number] days.
- Employees interested in applying for a posted position must meet the minimum qualifications and requirements outlined in the job posting.
- Employees are encouraged to discuss their interest in applying for internal job openings with their current supervisor before submitting an application.
- All applications for internal job postings must be submitted through the company's online application system by the specified deadline.
- Hiring managers will review all internal applications and consider internal candidates before external candidates.

4. Communication

- HR will communicate internal job postings through company-wide email announcements and postings on the internal job board.
- HR will provide regular updates on the status of internal job postings to all employees who have applied.

5. Confidentiality

- All internal job applications will be kept confidential and only shared with individuals involved in the hiring process.

6. Compliance

- This policy complies with all relevant employment laws and regulations.

For more information on internal job postings, please refer to our company's Employee Handbook.

Sources:

- Society for Human Resource Management (SHRM): [insert link]
- U.S. Department of Labor: [insert link]

