

Instructions for Creating an Internal Application and Hiring Policy Document

Step-by-Step Instructions



Creating a comprehensive Internal Application and Hiring Policy document involves several key steps to ensure it is clear, effective, and aligned with your company's strategic goals.

Here are instructions to help you create such a document.



Step-by-Step Instructions

1. Policy Brief & Purpose:

Purpose: To outline the intention behind the internal hiring process and its alignment with the company's strategic HR goals.

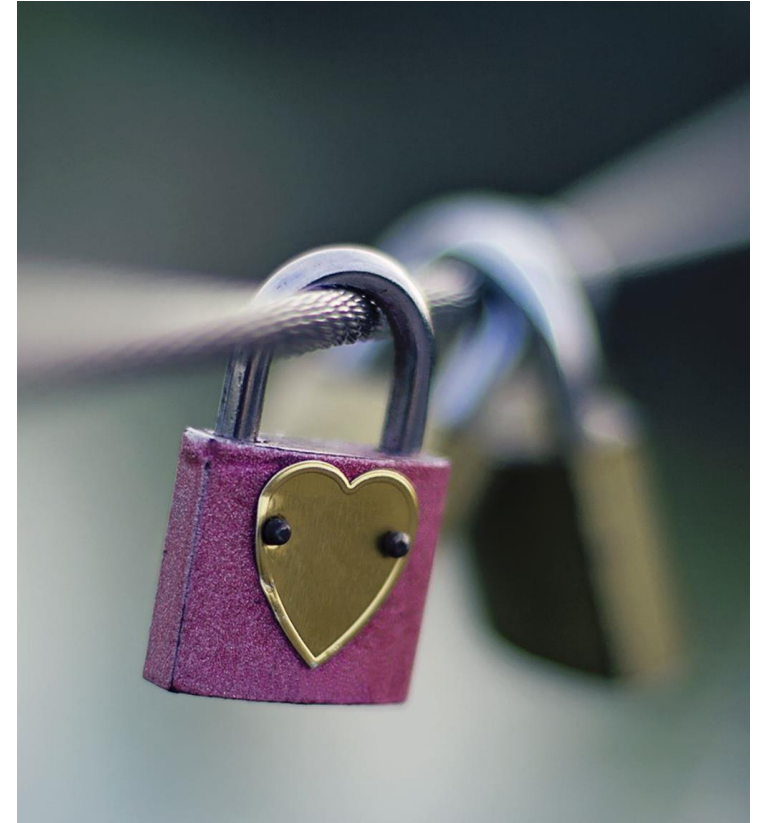
- **Draft a brief statement** explaining the purpose of the internal hiring policy.
- **Connect the policy** to the company's broader strategic goals, such as Talent Attraction & Retention.
- **Emphasize** the company's commitment to investing in employee growth and development.



2. Scope

Purpose: To define the boundaries and applicability of the policy.

- **Clearly define** the scope of the policy.
- **Specify** which aspects of internal recruitment and mobility the policy covers.



3. Policy Elements

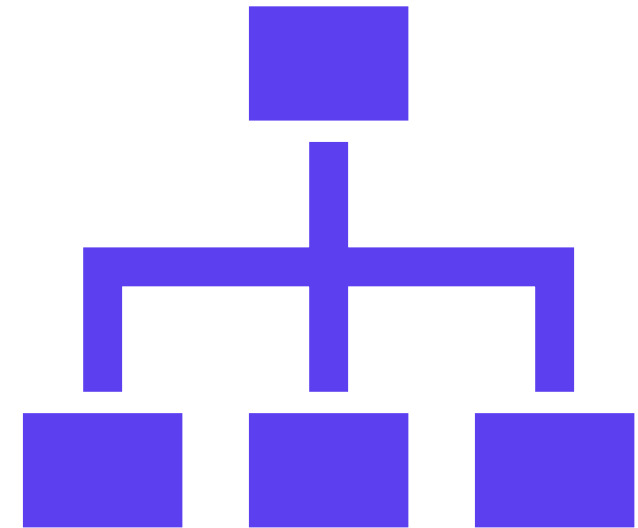
Purpose: To detail the specific elements and guidelines of the internal hiring process.

Internal Mobility

- **Encourage internal moves** across teams, departments, and locations.
- **Set expectations** for the duration an employee should remain in a current position (e.g., 2-3 years) before moving.
- **Promote open communication** between managers and employees regarding career moves.
- **Post all vacancies internally** and invite all internal applicants for an interview.
- **Favor internal candidates** who are qualified or can acquire the necessary skills.
- **Seek external candidates** only if no suitable internal candidates are available.

Diversity, Equity, and Inclusion

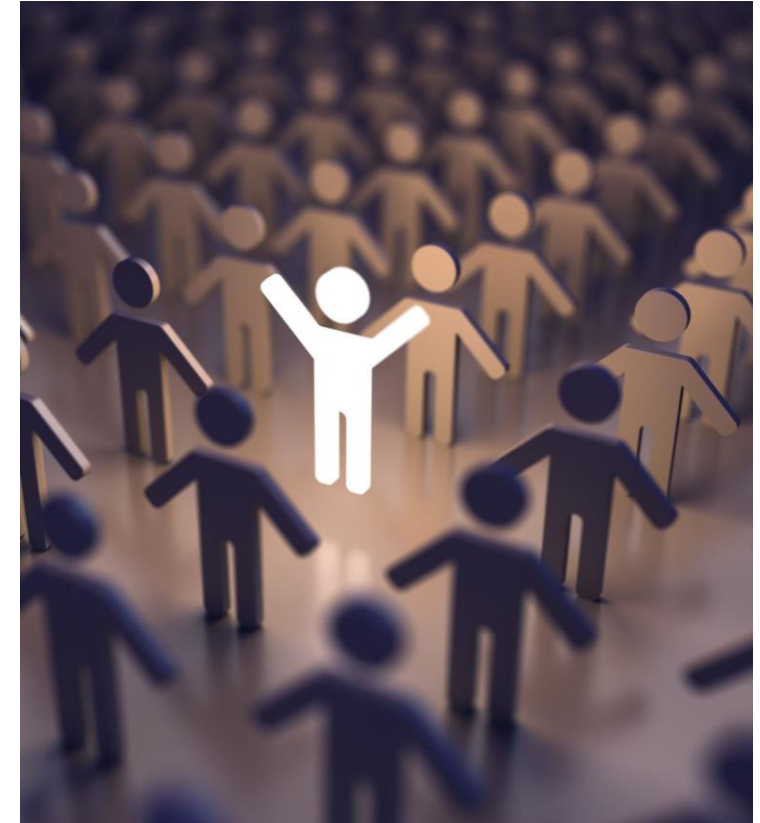
- **Commit to diversity** in the selection process.
- **Promote a culture of belonging** where different perspectives are valued and heard.



4. Pros of Internal Recruitment

Purpose: To highlight the advantages of recruiting from within the organization.

- **Culture fit:** Existing employees are already familiar with the company culture.
- **Motivation:** Helps retain motivated employees who wish to grow.
- **Cost-effective:** Reduces hiring costs and onboarding time.
- **Familiarity:** Internal candidates know the company's processes and procedures.
- **No additional background checks:** Trusted internal candidates are already known entities



5. Cons of Internal Recruitment

Purpose: To acknowledge potential challenges and disadvantages.

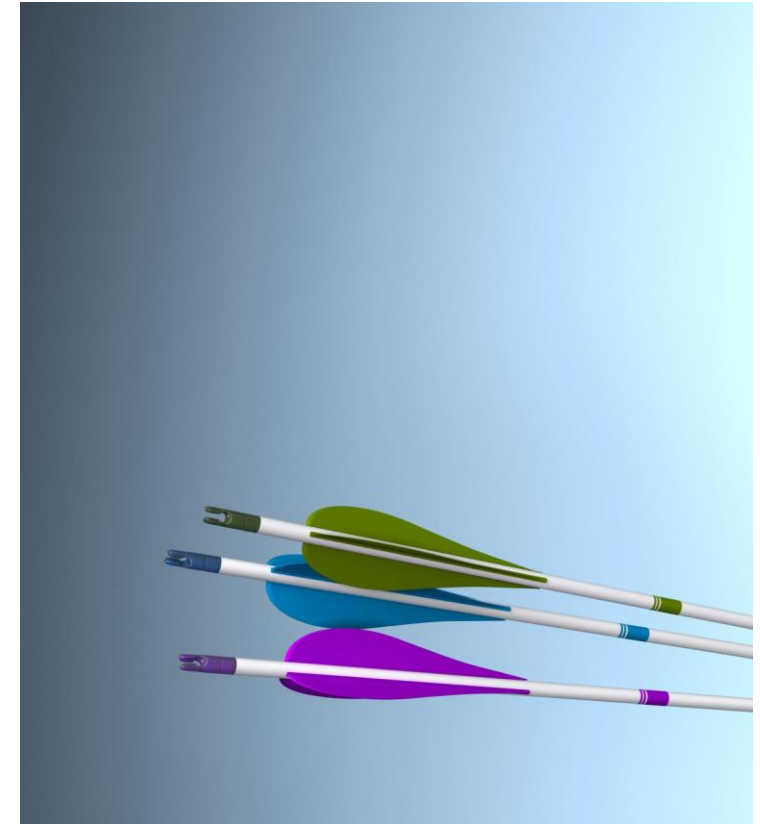
- **Sensitive dynamics:** Managing former peers can be challenging.
- **Limited new perspectives:** External hires bring fresh ideas and different skills.



6. Transparent Hiring Process

Purpose: To ensure the hiring process is fair and transparent for internal candidates.

- **Timely feedback:** Inform candidates quickly if they are not selected.
- **Coaching and feedback:** Provide constructive feedback to help candidates improve.
- **Forward-looking evaluation:** Focus on future potential rather than past performance.



7. Manager's Role

Purpose: To outline the responsibilities of managers in supporting internal mobility and growth.

- **Support growth:** Help team members with their personal and professional development.
- **Participate in succession planning:** Actively engage in planning for future roles.
- **Recommend team members:** Suggest qualified candidates for open roles.
- **Discuss advancement plans:** Regularly talk about career goals and opportunities with team members.
- **Ensure proper onboarding:** Facilitate training for internal hires in new roles



8. Employee's Role

Purpose: To clarify the responsibilities of employees in their own career development and internal mobility.

- **Discuss aspirations:** Share career goals with managers.
- **Apply through proper channels:** Use the internal application system.
- **Inform managers:** Keep direct managers informed about applications and interview processes.
- **Coordinate transitions:** Align with current and future managers on handover and start dates.



9. Application Process

Purpose: To detail the steps involved in the internal application process.

- **Job Posting:** Internal vacancies are posted on the company intranet or internal job board.
- **Application Submission:** Employees submit their applications through the internal applicant system by the specified deadline.
- **Initial Screening:** HR conducts an initial review to ensure candidates meet the minimum requirements.
- **Interview Process:** Shortlisted candidates are invited for interviews, which may include a panel interview, technical assessment, or presentation.
- **Selection Decision:** The hiring manager, in collaboration with HR, makes the final decision based on interviews and assessments.



10. Confidentiality and Sensitivity

Purpose: To ensure the internal application process is conducted with confidentiality and sensitivity.

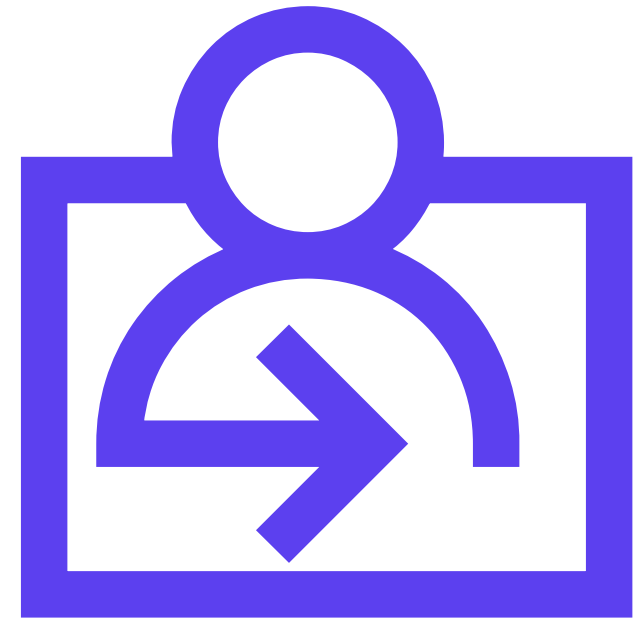
- **Confidentiality:** All applications and discussions are to be treated confidentially.
- **Sensitive Transitions:** Handle transitions with care to maintain team morale and productivity.



11. Onboarding for Internal Hires

Purpose: To provide a smooth transition for employees moving into new roles.

- **Onboarding Plan:** Develop a customized onboarding plan for the internal hire to ensure they are well-prepared for their new role.
- **Mentorship:** Assign a mentor or buddy from the new team to help with the transition.
- **Training:** Provide necessary training to fill any skill gaps.



12. Continuous Improvement

Purpose: To ensure the policy remains effective and relevant.

- **Feedback Mechanism:** Encourage feedback from employees and managers on the internal hiring process.
- **Regular Review:** HR to review and update the policy regularly based on feedback and changing business needs.



13. Compliance and Legal Considerations

Purpose: To ensure the internal hiring process complies with relevant laws and regulations.

- **Equal Opportunity:** Ensure the process adheres to equal employment opportunity laws.
- **Non-Discrimination:** Maintain a non-discriminatory approach throughout the hiring process.
- **Legal Compliance:** Comply with all relevant employment laws and regulations.



14. Additional Resources

Purpose: To provide employees and managers with additional resources to support the internal hiring process.

- **Internal Job Board:** Link to the internal job board where vacancies are posted.
- **Career Development Programs:** Information on career development and training programs available to employees.
- **Contact Information:** Contact details for HR for any questions or support needed during the internal hiring process.

