

Georgia Highlands College

Policy	Internal Job Posting	Number	HR.115
Section	Human Resources	Date Created	April 2013
Subject	Employment	Date Reviewed	March 2015
Applies to	All employees	Date Issued	March 2015

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1. Policy Statement

Georgia Highlands College is committed to providing an internal job posting process that supports the mission of the college while creating opportunities for our employees' career advancement. The college believes that by giving current employees advance consideration, prior to external website postings, the institution will support its internal succession planning efforts, benefit from proven employee performance and skills development while recognizing and rewarding employees who assist in moving the institution forward through the pursuit of more challenging opportunities.

2. Definitions

- 2.1. **Eligible Employee** – Eligibility for a posted position requires that an employee must have performed competently for a minimum of twelve months in his/her current position. At management's discretion, employees with fewer than twelve months of service who have completed the required provisional period may be considered. Employees who have had any disciplinary actions in the previous twelve months will not be eligible to apply for posted positions. Eligible employees should only apply for the posted positions for which they meet the minimum education and experience requirements.
- 2.2. **Internal postings** – Job postings that are determined by the hiring manager, in consultation with the Chief Human Resources Officer (or the CHRO's designee), to be appropriate for the internal posting site.
- 2.3. **Internal Job Postings Link** – Found on the Human Resources jobs page, this link will be used by an eligible employee to access job postings that have been designated for internal posting. The link will require the employee to enter the user name and password normally used for GHC employee e-mail access.

3. Internal Job Posting Process

- 3.1. When a position opening occurs, a decision will be made by the department head and Human Resources regarding whether it should be posted internally in advance of a general posting. The decision will be based upon the job description and department's needs.
- 3.2. The posting will be created using the automated system. At the end of the posting approval process, Human Resources will choose Internal Posting from the workflow options. This will create a URL to the job posting that will be displayed on the internal Job Postings web page.

- 3.3. Employees will be notified of internal job postings through the daily publication of GHC Inform.
- 3.4. The posting will remain on the internal site for a minimum of three business days. If the search chair determines that no eligible internal applicant is qualified and recommended for appointment to the position, the posting will then be published on the external jobs page.
- 3.5. If it is determined by the hiring manager and Human Resources that internal applicants meet the minimum qualifications for the posting, each qualified internal applicant should receive an interview.

4. Responsibilities

- 4.1. **Employee** – The employee is responsible for evaluating his/her own career goals, discussing them with his/her manager, creating professional development goals that aid in preparation for the next step, and staying informed of opportunities at Georgia Highlands College.

An employee can apply for an internal posting without discussing the application with his/her manager, but this is discouraged. A recommended approach would be for the employee and manager to capture, in performance progression documents, the employee's desired career path and work together for the employee to be considered for roles within that path.

- 4.2. **Search Committee** – Search committee members are required to maintain confidentiality with regard to application materials and interviews. Committee members involved with searches that include internal applicants should be especially sensitive to the need for discretion to protect employees' privacy.
- 4.3. **Hiring Manager and Releasing Manager** - In the event that an internal applicant is selected to fill a position vacancy, it is the responsibility of the releasing manager and the hiring manager to negotiate the employee's transfer date.