

## **Internal Posting Guidelines**

In order to provide flexibility to the organization to make good financial decisions regarding positions, the YC Human Resources Office provides an internal posting process.

### **Rationale for internal job postings:**

- Internal postings provide promotional opportunities for existing high performing employees to advance in their careers resulting in increased employee engagement and satisfaction.
- Internal postings provide the organization with a process to encourage succession planning and career progression in an organization.
- Internal postings can save search committee time in screening, interviewing and processing external candidates if qualified internal candidates are available.
- Internal postings may save institutional dollars spent bringing external candidates to campus.
- Hiring internal candidates for mission critical positions can free up a less critical position that can be reallocated to meet mission critical organizational needs.

### **Factors to be used in determining internal approval:**

- Number of potential internal applicants
- Nature of the position (ie: career path position or hard to fill position)
- Rationale provided by the hiring manager
- Number of times a position has been posted internally (in order to balance the mix of internal hires and external hires as external hires bring new ideas to the organization)
- This guideline will apply to positions grade 15 and below. Grades 16 and above will require external posting. Faculty positions can be posted internally with the approval of the VP of Academic Affairs and the Chief Human Resources Officer.

### **Process:**

1. The Executive Leadership Team will designate a position for internal posting at the time the position is vacated or at position inception. If the reasons for posting internally are defensible, the position will be forwarded to Human Resources for internal posting.
2. An internal posting will be available only to internal candidates. An internal candidate is defined as any employee of YC including students and temporary/casual workers/adjunct faculty who are meeting expectations and do not have current corrective action notices on file.
3. Positions will be posted internally for 5 business days beginning with the date of advertisement via the HR Happenings and on the HR website.
4. Internal applicants will apply via the regular Neogov online application process.
5. A normal search complete with search committee will be conducted.
6. If a successful candidate is found, the job will be offered and position closed.
7. If a successful candidate is not identified or is questionable, then the job can be opened for external posting.