

# @CompanyName Internal Mobility Policy

## Purpose

The purpose of this policy is to encourage internal career growth and development by providing opportunities for employees to pursue new job opportunities within our organization.

## Scope

This policy applies to all employees interested in pursuing new job opportunities within our organization.

## Guidelines

- All job openings within our organization will be posted on our internal job board, and employees are encouraged to apply for any positions of interest.
- Employees must meet the minimum qualifications for the position they are applying for, as outlined in the job posting.
- Internal applicants may be required to participate in the same hiring process as external candidates, including interviews, assessments, and reference checks.
- Employees who are selected for a new position may be required to complete a probationary period, as determined by the hiring manager and HR.
- Salary and benefits for the new position will be determined based on the employee's qualifications, experience, and the requirements of the new position.
- If an employee is not selected for a new position, they will be provided with feedback and guidance to help them develop the skills and experience needed for future opportunities.

## Confidentiality

We recognize that employees may not want their current manager to know they are applying for a new position within the organization. Therefore, we will maintain confidentiality throughout the hiring process and will not disclose the identity of internal applicants to their current manager, unless required by law or with the employee's consent.

## Conclusion

We are committed to providing our employees with opportunities for career growth and development through our internal mobility program. We encourage all employees to explore new job opportunities within our organization and will provide feedback and guidance to help employees develop the skills and experience needed for future opportunities. We will maintain confidentiality throughout the hiring process to protect the privacy of our employees.