

	<b>Internal Recruitment and Promotion Policy</b>		
	Human Resources		Date May , 2014
			Rev :01

## Statement of Intent

It is the policy of the company to undertake recruitment in a fair and equitable way which gives equal opportunity to all applicants whilst ensuring the most suitable candidate for a role is chosen. Axiom aims to offer all suitable employees opportunity for development and career advancement through promotion and transfer from within the company.

## Scope

This policy refers to employees identified by the Line Manager for promotion within the same Channel/Department or if they have applied internally for a promotion within the same or a different Channel/Department. This policy also covers employees applying internally for a transfer to a position of the same role/grade in a different department. For the purpose of this policy a promotion is defined as an internal move to a position of a higher grade within the same or different Channel/Department.

## Abbreviations

CEO	Chief Executive Officer
GHRM	Group Human Resource Manager
RRF	Recruitment Requisition Form
SLA	Service Level Agreement
KPI	Key Performance Indicator
HRMS	Human Resources Management System (Gems)

## Policy

### 1. Eligibility Criteria

To be eligible to apply for a promotion or transfer the employee should meet the following criteria:

- 1.1 To apply or be considered for a promotion the employee should have a minimum of 1 years service in their current role.  
To apply for an Internal Transfer the employee should have completed a minimum of 1 years' service within their current role.
- 1.2 The employee should not have any live disciplinary warnings on file.(refer to Disciplinary Policy).
- 1.3 The employee should have had no unauthorized absence within the previous 6 months from the date of application.

### 2 Application Process

- 2.1 The role applied for, whether new on a structure or as a replacement should have a live RRF.
- 2.2 Vacancies will be advertised on the company career site and through internal communications. Only applications made directly through the Recruitment Team will be considered.

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2.3 The role should be formally applied for by the employee through the internal process or by notification to the Recruitment Team by the Line Manager.

### **3. Internal Promotion**

3.1 Following the internal application the current Line Manager should provide the below information on request to the Recruitment Team member dealing with the application. This should be provided within 5 working days of the receipt of the application.

- Performance against key departmental targets (SLA's/KPI's) for the previous 6 months.
- Examples of projects carried out by the employee and an overview of their suitability for the role against set competencies.

3.2 Within 10 days of the application being received the employee will be reviewed against the Eligibility Criteria (point 1) by the HR team and if successful will be invited to attend an interview.

3.3 The interview will consist of the following main elements ;

- a) A competency based interview for the role conducted by the HR team
- b) A technical skills test relevant to the role applied for.
- c) If the applicant is applying for a role in a different Department or Channel then the hiring Line Manager will also be required to carry out an interview

3.4 Should the candidate be compared to external applicants then the same criteria will be equally applied to all applicants

3.5 Should there be more than 3 internal applicants for a role that involves supervisory responsibilities then a relevant behavioural based group assessment will be used to assist in the selection process.

3.6 The employee will be informed of the outcome of the assessment with 2 working days.

3.7 If the employee is unsuccessful then they will be given feedback by the HR team together with their Line Manager on why they were unsuccessful.

3.8 If the employee is successful then the Line Manager will fill out a business case form and submit to the HR team. The HR team will submit the promotion letter with relevant supporting documentation to the CEO for the next pay cycle. On CEO approval a promotion letter will be issued by the HR team and appropriate adjustments will be made on HRMS and the employees file.

3.9 The employee will be subject to a 3 month performance review in their new role. Should the employee not be meeting the required company standards the company performance management policy will be invoked.

### **4. Internal Transfer Application (no grade change)**

4.1 The role should be formally applied for by the employee through the recruitment team.

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- 4.2 Within 10 days of the application being received the employee will be reviewed against the Eligibility Criteria (see paragraph 1) by the HR team and will be invited to attend an interview with the hiring manager.
- 4.3 The employee will be subject to the normal company standard interview process that is specified for the role. Full assessment and interview notes must be kept and made available for review and comparison with other applicants. This will be carried out by the Line Manager
- 4.4 The employee will be subject to a 3 month performance review in their new role. Should the employee not be meeting the required company standards in the new role the company performance management policy will be invoked.

**5 Compensation**

- 5.1 No Offer will be made without prior discussion with the relevant Country HR representative
- 5.2 If the employees current salary is below the minimum banding for the new role then a maximum of 25% can be offered to the employee. The new offer should not exceed the minimum banding for the role.
- 5.3 If after a 25% addition the new salary is below the minimum banding - then after 6 months the employees performance will be reviewed against company benchmarks for the role. This will be based on performance in the new role and contribution to the business. If the Line Manager feels that the employee is performing to the required standard, then a business case can be raised to propose a move to the minimum of the banding. This is not guaranteed and is based on supporting performance based evidence from the current Line Manager.
- 5.4 If the employee is already within the banding for the new role then they move on the same amount and this is then reviewed after 6 months in line with paragraph 5.3.

**6 Exceptions**

- 6.1 If the employee **already** possesses the qualifications and minimum experience for the role applied for, and the 25% offered does not bring them to the minimum banding for the role then it is acceptable to prepare a business case to support a greater rise. This exception will only be reviewed for outstanding internal candidates that fit the exact requirements in skills, experience and qualifications for the role applied for.
- 6.2 Any other exceptions to the policy require CEO approval.

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