



Internal Mobility Guidelines

Introduction

We value internal mobility, recognizing it as an essential part of employee growth and development. Employees are encouraged to pursue new career opportunities within the organization, and we have established a structured process to facilitate this journey. This document outlines the guidelines for internal applicants, emphasizing communication, collaboration, and a fair evaluation process.

Encouraging Open Communication

Manager Engagement: Managers are encouraged to support the professional development of their employees by initiating discussions with their team about career aspirations and professional development opportunities, including their pursuit of other internal career opportunities. Internal applicants are encouraged to share their career aspirations and any application activity with their current manager. This fosters a supportive environment, allowing managers to provide guidance and insight.

Internal Reference Practices: Familiarity with our internal reference practices is vital. Employees should understand the importance of references in the application process and the role they play in assessing suitability for new positions.

Preliminary HR Check

The HR Check is a crucial preliminary step in our internal reference process:

Objective: This check serves as an initial inquiry into an internal applicant's consideration for a new role and should be completed before the interview process begins.

Process:

For applicants internal to the University, the recruiter will email said applicant's current Human Resources Partner (HRP) to determine if there are any concerns that would impede the applicant's advancement in the process.

Considerations may include:

- Corrective action, including but not limited to employee discipline, performance concerns or Performance Improvement Plans
- Performance Evaluation Ratings

- Duration in current role or eligibility for promotion
- Pending workplace investigations

The HRP for the position being filled should communicate with the HRP of the applicant's current unit. Communication regarding the HR Check must remain confidential and limited to the HRPs and the primary recruiter for the role.

If the recruiter needs assistance identifying the HRP for the applicant's current department, the recruiter will communicate with the university's Employee Relations (ELR) team to conduct an appropriate evaluation.

Internal Reference Process

Overview: Internal references consist of two stages:

1. HR Check: Conducted before the interview process.
2. Manager/Supervisor Reference: Completed when the internal applicant reaches the final stages of the interview process.

Importance of References: The manager or supervisor's reference is particularly critical as it provides deeper insights into the applicant's performance and qualifications.

Coordinating Internal Moves

Transitioning an internal hire can be exciting, but it also affects the unit releasing them. Hiring managers should coordinate with the current manager of the employee to discuss and agree on the new hire's start date. Like external hires, a lead time of two to three weeks is often preferred. Additionally, the payroll schedule should be considered when setting start dates for hourly employees.

Conclusion

By following these internal mobility guidelines, we aim to create a transparent, respectful, and effective process for internal applicants. This not only supports career advancement but also strengthens our entire organization by retaining talent and leveraging existing skills. We encourage all employees to explore new opportunities and actively engage in their career development within the University.