


### Commercial Property Management

Title :  <b>CPM Internal Job Posting Policy</b>	Procedure Number : <b>B.IV.1.I</b>	Total Number of Pages : <b>1</b>
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#### Purpose

To outline the process for internal job postings

#### General Guidelines

Not every open position/vacancy within CPM will be deemed appropriate for internal posting. Should the internal recruitment process not identify a fully qualified candidate, the position will be posted & recruited externally.

Although vacancies are typically posted, positions may occasionally be filled through other means.

Application to open internal posting positions within CPM is available to both part-time & full-time employees.

The following are requirements for application to an internal posting:

- Employee must meet the position's minimum criteria & required qualifications
- Employee must have held their current position for at least one (1) year
- Employee must not have been subject to disciplinary action in the last one (1) year

Recruitment for a vacant position deemed appropriate for internal posting will be communicated and posted for ten (10) days via the CPM Internal Application Link.

Employees who are interested in being considered for a posted vacancy must meet the noted requirements, and complete the internal application included in the posting.

Applications will be forwarded to the hiring manager along with the last year's employee performance reviews.

The hiring manager will identify the pool of qualified candidates through the application packet review, and schedule & conduct hiring interviews accordingly.

If a current employee is selected as the final candidate for a posted vacancy, the hiring manager is required to establish the timeline for the employee transfer, training, & backfilling.

If an employee declines an offer, their decision will not affect their current position or standing with CPM.

Applicants to internal postings who are not selected for the vacancy will be notified in writing by the hiring manager at the conclusion of the internal recruitment process.