

PROMOTIONS PROCESS

Any internal promotion in EV Cargo will need to be raised and submitted through a Job Requisition, within Recruiting in EV People by following the below process:-

- Create a Job Rec [Creating a Job Rec – Part 1](#) and [Creating a Job Rec – Part 2](#)
- In the Additional Notes within the Job Requisition please add a note confirming that an internal colleague will be offered this role.
- Once the role has been approved, the **Resourcing Team** will be in contact with the Hiring Manager to discuss next steps.
- The **Resourcing Team** will then create a candidate profile for the internal colleague and link their employee record to the new role and let the Hiring Manager know this has been done.

Offering to Internal Candidate

Hiring Manager can then make a Verbal Offer to the internal colleague.

Once offer has been accepted Hiring Manager to follow [Making an Offer to a Candidate](#) guide.

Please note when prompted to complete the candidate details into the candidate's notes section, you do not have to provide :

- Candidate Date of Birth
- Candidate NI Number
- Candidate home address
- Candidate email address
- Candidate phone number
- Was this candidate referred by a friend?

(These details are already stored in the employee's profile, and the referral bonus cannot be awarded for internal transfers or promotions)

Hiring Manager to add offer details onto the 'Candidate Notes' within the Job Requisition

Hiring Manager to change the 'Status' to 'Offer Details Added – Manager'
(Only then will this trigger a notification)

Resourcing Team will send out a welcome email to the successful candidate confirming the offer will be sent out.

People Services will receive the notification confirming the offer details have been added and will generate the offer within the agreed SLA's and send the offer letter confirming their new terms and conditions to them.

**** Please do not change the status of the Job Requisition to 'Filled' at any stage as this will prevent the People Services Team from actioning the change to the employee's employment details. People Services will mark the Job Requisition as 'Filled' once the changes have been made.****