



Internal Staffing / Hiring Practice

Guiding Principles:

- Butler is interested in building life-long learners. To that end, we support career paths and career development for all employees.
- We encourage employees to explore career paths that suit their passions.
- We encourage managers to focus on the development/experience of employees, while working as one Butler.

Position Interest:

- Employees can apply to any position posted across campus provided they meet the eligibility requirements.
 - Employees must be in their current role for at least 1 year. Consideration may be granted for roles with a fast-learning curve (i.e., grounds keepers, custodians, etc.). Special permission to apply prior to being in a position for 1 year must be granted by HR.
 - Employees must be in good standing (i.e., not currently on a Disciplinary Action).
- Employees can reach out to the hiring manager to make the connection/gauge interest. They can frame the discussion as "career exploration."
- The Talent Acquisition (TA) Recruiter can help with the connection between the employee and hiring manager.
- It is not required, but it is encouraged for the employee to inform their current manager of their interest in the role. The expectation is for the manager to be supportive of the employee's career interests.

Interview:

- If an interview is scheduled, the employee is considered a candidate for the position.
- At this point, the employee must inform their current manager of their interest and candidacy for the position.
- The hiring manager should reach out to the current manager for a discussion. The discussion should focus on the candidate's strengths and areas of opportunity. The hiring manager should inquire about past performance and ratings. The HRBP can assist with how this discussion should go.

If Offer is Accepted:

- After a verbal offer is extended and accepted, the hiring manager should connect with the current manager to discuss a reasonable transition plan, which is then shared with the employee.
- The employee's start date should be coordinated between the hiring manager and current manager.
- The start date should allow time for the employee to close out open assignments. Generally, an acceptable transition period is between 2-6 weeks depending upon the area. No PTO or vacation time is permitted in the last two weeks of the notice period.

- The start date should coincide with the start of the next pay period.
- The receiving area should allow time for:
 - A new laptop to be issued and the old laptop returned.
 - New security ID's to be created, if needed.
 - A welcoming work location to be established in the new department.
- The sending area should allow time for:
 - Keys, laptops, and other Butler assets to be collected.
 - The employee should create a transition plan in collaboration with their current manager.
- After the start date has been established, TA will send the employee the internal offer letter to be accepted in PageUp.
- TA will close out the requisition in PageUp in collaboration with the receiving hiring manager.

Communication to Current & Receiving Dept:

- Both the hiring manager and current manager should coordinate the timing of their announcements to their respective teams.
- A new assignment should be viewed as a celebration.

Status Form Creation:

- The receiving hiring manager should initiate the Digital HR Status Form (Change).
- Digital HR Status Form should be executed using the normal process.

Link to [Digital HR Status Form Page](#).

HR Coordination:

- HR should ensure both the hiring manager and current manager are clear on the above-mentioned items.
- HR can arrange a 15-minute overview to answer any questions, if desired by management.