

## Position Posting Guidelines

1. There are several ways to fill a position. The main three are: promotion, internal hire, and external hire.
2. There is also the possibility of re-configuring a current employee's position, which would need to be a change of position at the same grade rather than a promotion. This may or may not include a salary adjustment.
3. And occasionally there is the possibility of re-assignment. This would be when an employee's current position dissolves and another one at the same or lower grade level is offered to him/her.
4. To be considered for a promotion the person considered should be in the direct 'line of supervision' of the vacant position, i.e. the boss leaves and you are promoted into his/her place as an obvious and capable candidate.
5. When the position is a new one or there is no obvious successor, the position should be posted internally for all interested current employees of the organization as a whole.
6. An eligible employee should have been in their current position for at least three months and preferably at least 6 months.
7. Seasonal staff should only be considered eligible for an internal hire if they have been employed by SCC for a significant period (e.g. two seasons, completing minimum 6-month term, etc.)
8. Internal postings should be done via an all-SCC email with a position description attached. Additional distribution should be done by posting the position description on a bulletin board visible to all staff and mentioning the opening in the Internal Newsletter.
9. The minimum posting time should be two-weeks.
10. Interested staff should be asked for a letter of interest and may or may not be required to submit a resume.
11. If an ideal candidate is not identified through the internal posting process, the position may be posted externally.
12. Any internal candidates may remain in the pool once opened externally, but if they are known not to be a viable candidate that should be communicated to them.
13. An external posting of a position can always be the first choice if a need is identified for a broader range of candidates and/or the position duties are sufficiently different from any current positions that skills not represented among the current staff are needed.
14. There are grey areas here that are not easy to eliminate. It is likely best to lean toward the conservative, which means giving the most opportunity possible for all candidates to apply for a position.
15. When hiring for seasonal positions there is greater flexibility, but be aware that advertising and opening a seasonal position to all current seasonal staff (including crew leaders) will likely lead to a more positive atmosphere among this group – i.e. "We are all being given equal opportunity to advance and seek additional opportunities in the organization."