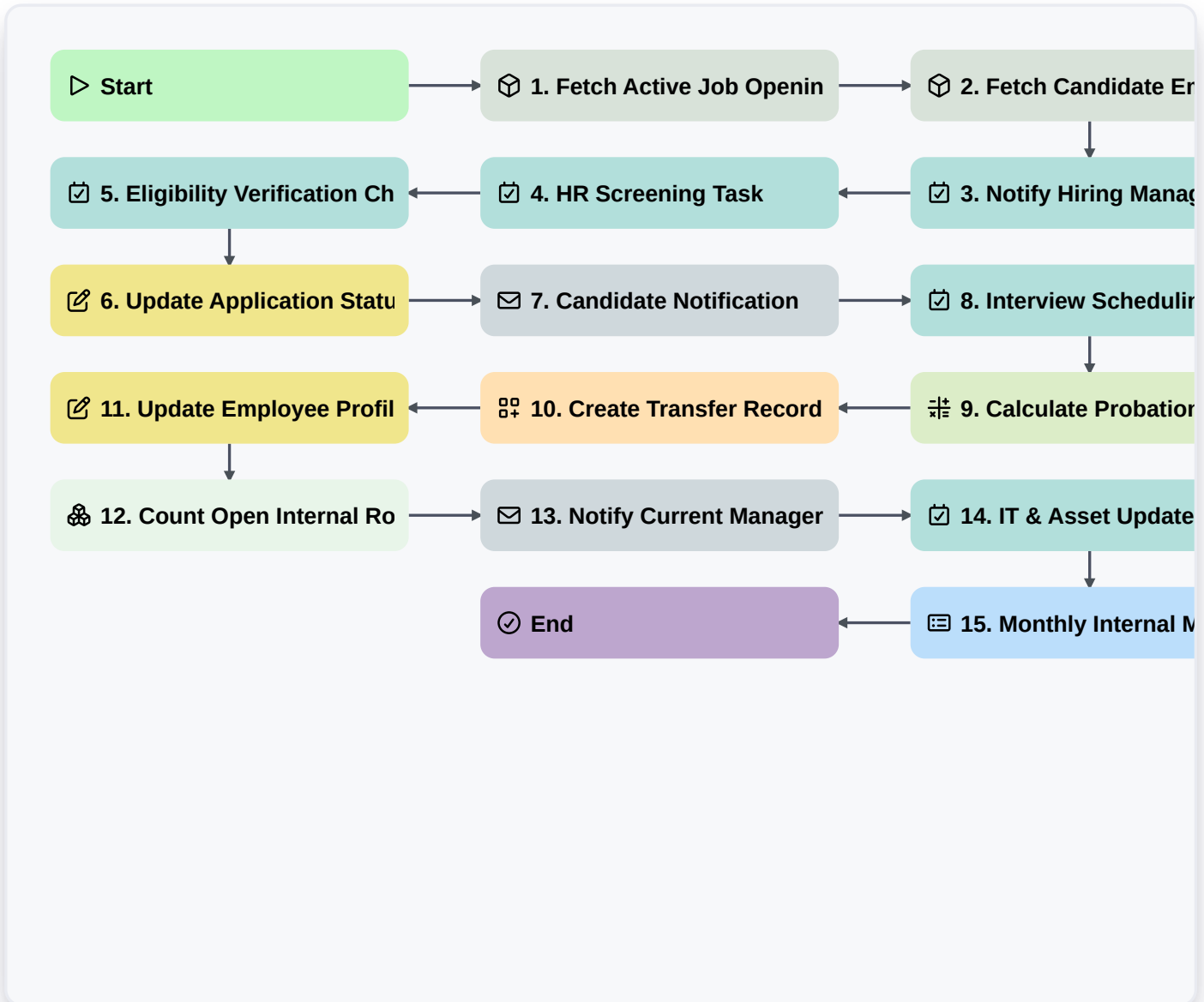


Internal Job Posting And Transfer Process



▷ Start

Start of the Workflow/Process.

📦 1. Fetch Active Job Openings

Retrieve all job postings from the Job Postings data model that are currently marked as 'Open'.

📦 2. Fetch Candidate Employee Records

Retrieve employee data for the applicant to verify eligibility (e.g., tenure, department).

☑️ 3. Notify Hiring Manager

Create a task for the Department Manager to review the internal application.

☑️ 4. HR Screening Task

Create a task for the HR Specialist to conduct the initial documentation review.

☑️ 5. Eligibility Verification Checklist

A checklist within the HR task to verify minimum tenure, performance rating, and disciplinary record.

✍️ 6. Update Application Status

Update the status of the specific Application entry to 'Under Review', 'Interviewing', or 'Closed'.



✉ **7. Candidate Notification**

Send an automated email to the employee informing them of their application status update.

📅 **8. Interview Scheduling**

Create a task for the Recruiting Coordinator to schedule interviews between the manager and the candidate.

📅 **9. Calculate Probation Period End Date**

Calculate the new probation end date based on the Transfer Date + 90 days.

📄 **10. Create Transfer Record**

Create a new entry in the 'Employee Transfers' data model once the transfer is approved.

✍️ **11. Update Employee Profile**

Update the 'Department' and 'Manager' fields in the Employee data model to reflect the new position.

🔗 **12. Count Open Internal Roles**

Aggregate the number of open positions to provide a summary for the monthly HR report.

✉ **13. Notify Current Manager**

Send an email to the employee's current manager regarding the approved transfer.

📅 **14. IT & Asset Update Task**

Create a task for IT to update system permissions and software access for the new role.

📄 **15. Monthly Internal Mobility Report**

Generate a report summarizing all successful internal transfers and time-to-fill for internal roles.

🏁 **End**

End of the Workflow/Process.