



Effective January 2014, employees of all Reyes Holdings Companies can view **Exclusive** internal job postings under the “My Career” section in VIC before they are available via external career websites.

### **Internal Candidate Guidelines**

- This process is available to full-time employees. Temporary or contract employees should apply for opportunities via external career websites.
- Job postings in this portal will be posted for a minimum of 7 calendar days.
- Internal employees should be in their current position at least 6 months in order to be eligible to transfer. All exceptions require written approval from the Vice-President of Human Resources of employees' current company.
- Prior to receiving an interview as an internal candidate, the hiring manager should contact your current supervisor and inform them of your interest in the position and their intention to speak with you about the opportunity. Human Resources should verify that this has occurred (if transferring between companies, both HR functions should verify).
- Employees who have been subject to corrective action (Verbal, Written or on a Performance Plan) within the last 6 months are not eligible to transfer
- If offered a position, the Hiring Manager and HR Representative will establish a transfer date for the employee with the Releasing Manager to ensure minimal impact on the business.