

Internal Job Posting and Requisition Process Policy

GoldOller encourages promotions from within the company. Qualifications, past performance, ability and seniority of all those interested will be considered in the selection process. When a job vacancy occurs, employees may follow the job requisition process to indicate their interest in being considered for the vacant position.

Recruitment for a position occurs internally and externally simultaneously. When a vacancy occurs at a property and an employee of that property meets the minimum qualifications, the employee may be promoted/reclassified and the job bid process may be waived. When a vacancy occurs at a property and an employee of another property meets the minimum qualifications, the employee may be transferred/promoted/reclassified and in this instance the job requisition process may also be waived. It is intended that the job requisition process will be used as often as practicable as a means of filling vacant positions.

Human Resources will be responsible for ensuring compliance with this policy and procedure.

Eligibility

Staff members who have completed their introductory period in their current positions are eligible to apply for a posted position under this procedure.

Requisition forms submitted by temporary/seasonal staff members will be considered with the outside pool of applicants.

Any exceptions to the eligibility requirements must be approved by the Regional Property Manager.

Postings

All vacant positions will be posted in ADP Workforce Now under the Company News and Announcements section on the home page. More details regarding the vacant position will be available upon requests made to Human Resource by any interested employee.

Vacancies of all positions will be posted unless it is determined to be in the best interest of the company to waive the posting period. Examples of such waivers include placement of displaced employees that are coming back from leave, portfolio reorganizations and vacancies within 90 days of filling a position when hiring managers want to consider original applicant pool candidates. All posting waivers must be approved by the Regional Property Manager.

Human Resources will be responsible for adding and removing vacant position postings in ADP.

Job Requisition Process

Employees who are interested in filling a vacant position must complete a *Requisition Form* (available in ADP and GOconnect) and submit to Human Resources. Requisition forms will be forwarded to hiring manager along with any performance reviews in the interested employee's file.

All employees who meet the requirements and complete a requisition form will be interviewed by the hiring manager for the vacant position they applied for. Hiring managers will be required to inform Human Resources of their final candidate selections. If a current employee is selected as the final candidate, the hiring manager will need to complete a *Personnel Action Form (PAF)* to process the employee's transfer, promotion or reclassification. Employees who are not selected as a final candidate, will be notified in writing by Human Resources. All final decisions are at the discretion of hiring manager or senior management without limitation.