

## Internal Job Posting Eligibility Criteria

You must meet the following five criteria to be considered for a new position:

1. **You must show as an active employee in Workday. Leave of absence is considered inactive outside of sabbatical and job search.**
2. **You must meet the “time-in-position” requirements as outlined below.**
  - You must be in your current role for at least 12 months.
  - If you are a Band 3, you are encouraged to remain in your role for 24 months
  - If you are a Band 4, you are encouraged to remain in your role for 18 months.
  - Based on your individual circumstances, your manager may approve an exception to the time-in-position requirement.
  - Some lines of business may have additional time-in-position requirements.
  - If you’ve been notified that your position is being eliminated, you may apply for a new position at any time.
3. **You did not receive a “Does Not Meets Expectation” rating during the most recent End of Year performance cycle.**
4. **If you’ve been placed on any form of written disciplinary action within the last 12 months, you are not eligible to post at this time.** Letters of Education and/or Letters of Caution do not prevent you from applying for a new role.
5. **You can’t have more than three open applications at a time.**
  - You can post again if you’re notified you are no longer being considered for at least one of the three positions for which you posted.
  - **Note:** You’ll receive status updates by email for your active postings. You can also access the Job Applications and Referrals icon in [Workday](#) and select My Applications to view the status of your applications.
  - If you’ve been notified that your position is being eliminated, you are exempt from this limit.
  - If you exceed the active posting limit above, a member of the Global Talent Acquisition team may contact your manager to recommend additional career guidance.