



**POLICY:**

The goal of the job posting policy is to ensure that all qualified employees are made aware of and have the opportunity to apply for open positions within Chatham Area Transit Authority. Business conditions permitting, all regular part-time, full-time and temporary positions are to be posted when an opening occurs.

The only rare exception to the public posting of a job opportunity within the Authority would be a confidential restructuring within the business unit. This confidential posting would need to be initiated by the CEO in advance and documented. When a manager is aware of an internal candidate who may be well qualified or trained, they should direct such employee to the posting to ensure that they apply and are considered for the opportunity.

**PROCEDURE:**

**Method of Posting**

All job openings will be posted on the Employment page of the Authority's website at [www.catchacat.org](http://www.catchacat.org). Internal postings will also be placed in each employee break room.

**Posting Duration**

Jobs will be posted for at least seven calendar days, during which time all qualified candidates may apply as directed in the posting.

**Posting Information**

Each job posting shall include the following information:

- Job Title
- Department/Location
- Job summary
- Essential duties
- Skills/Requirements
- Information as to how to apply
- Closing Date (optional)

**Internal Applicants**

All employees may apply for internal job postings and will be subject to the same review as external applicants. All internal applicants should notify their current manager as they may be contacted to verify performance, skills and attendance, and his/her personnel file may also be reviewed. No employee currently on a performance improvement plan will be eligible to apply for a posted opportunity until the performance plan is satisfactorily completed.

**APPLIES TO:**

All employees of Chatham Area Transit Authority.