# SODEXO AUSTRALIA INTERNAL MOBILITY

At Sodexo, we provide all that you need to perform and grow in your own way

## SUPPORT YOUR TEAM

Sodexo supports and welcomes applications from current employees seeking to explore alternative opportunities as part of their personal and professional growth and development.

## WHILE ON PROBATION

Internal Applicants within their probationary period will require HR and Operational approval as part of the application process.

## SEARCH VACANCIES

Go to au.sodexo.com/careers to view all current vacancies or view the current Internal Vacancy list.

## APPLY FOR THE ROLE

Internal Applicants must formally apply for the role to be considered. (Direct application, email your recruiter, apply online)

## SCREENING

All employees will be assessed against the selection criteria for the role ensuring they have the right skills, experience and qualifications. Sodexo may also consider an employee's performance or disciplinary record when considering their application. If successful, the internal applicant will be progressed to the shortlist.

## INFORM YOUR MANAGER

Internal applicants should advise their Manager when they are progressed to the shortlist stage; the Manager will be contacted for a reference check by Talent Acquisition or by the receiving Site Manager.

## INTERNAL CHECKS

Internal applicants should be aware that Internal Checks will occur with Injury Management and HR Advisory. These internal checks will be completed by Talent Acquisition.

## SUCCESSFUL, APPROVED FOR TRANSFER

Move to Final Review

## FINAL REVIEW

Talent Acquisition facilitate all Internal Mobility at Sodexo. All movements must pass through Talent Acquisition to ensure rates of pay, terms and conditions of employment, role suitability checks and system processes are followed to support the employee with a successful transition. Talent Acquisition will coordinate with Site Managers an exit and start date for the transferring employee and as required, lean on HRBPs for support. Timeframes for Internal Mobility should ensure reasonable business needs are met for both sites, noting four (4) week is considered reasonable.

## CONTRACT VARIATION

It is the responsibility of the Talent Acquisition Consultant to initiate the transfer in Success Factors as the final step of Internal Mobility. The receiving Manager needs to approve the workflow in order to finalise the process which generates contractual documentation from HR Services to the Employee.

## START YOUR NEW ROLE

**Belong.**
**Act.**
**Thrive.**