

INTERNAL COMMS

ANNOUNCEMENTS + UPDATES



Aditi Internal Role Transfer (IRT) Program LAUNCH

What is launching?

An Aditi **Internal Role Transfer (IRT) Program** to increase visibility of internal roles available to help you steer your career. Additional details are included below.

Why is this important?

At Aditi we prioritize your career, just as much as your current role's responsibilities. The IRT Program facilitates career growth for you. Furthermore, investing in your career is a way we can give back to you, given how much you give to us.

What is Next?

1. IRT announcement emails will sent to the floor monthly
2. Each IRT announcement **will include a job description and the eligibility requirements and application interview process for the role.**

IRT Eligibility Criteria:

1. Employee Level: Managers and above (Exception: employee's experience warrants transfer)
2. Employee Tenure: 18+ months in the current role (Exception: manager discretion)
3. Employee Performance Rating: Met Expectations and above for two (2) consecutive performance reviews (Exception: manager discretion)

IRT Application Process (for those interested):

1. Review the IRT information for the role's eligibility criteria and details
2. *Optional: Talk with your manager about role fit*
3. Attend the role debrief call with the hiring manager to learn more about the role
4. Apply (if interested):
 - Click "**Open Jobs**" button in **IRT announcement email** or from **People Portal Page (Internal Employee)**
 - *** Upload/Send the information requested in the IRT announcement to the Recruiting Team. This may include:**
 - Current Title
 - Time in current role

- Aditi Start Date
- Prior two (2) performance ratings
- Updated Resume
- A brief summary of why you are the ideal candidate for the role

Transition Process & Timeline (If selected for role):

1. Employee's current manager and IRT Hiring Manager will create a transition plan for you to ensure coverage in current role and prepare you for new role
2. Transition timeline is dependent on current and new role needs

Feedback or Questions?

Email pd-us@aditiconsulting.com with any questions or feedback.

Thank you!

The People Department

www.aditiconsulting.com