

Employee Mobility Frequently Asked Questions



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As EMPLOYEE

1- I wish to change to a new position, to evolve in my career. How can I do this?

There are several concrete steps you can take to facilitate a move to a new position. One is to discuss your career aspirations with your manager. While this can happen at any point in the year, an ideal moment is during the PDCR interview. You may also request to have a career interview with your HR.

Additionally, you should monitor the internal job postings via WeLink, HR eServices, and/or site job boards to learn of the available positions in your area of interest. Remember that before applying, you may discuss open positions you are interested in and your possible candidacy with your HR or a Staffing Specialist to learn more about the responsibilities and requirements.

2- Do I need to be in my position for a minimum period before applying to a new position?

While there is no minimum period set for being in a position before applying, you do need to obtain your manager's approval before applying if you have been in your position for less than 3 years.

If you have been in your position for 3 years or more, you do not need to obtain your manager's approval before applying but you do need to inform them along with your HR when you apply.

3- Which HR must I inform when officially applying for an open position -- HR Function, HR Business, HR Site?

You should contact the relevant HR for you considering with whom it is that you would typically discuss career development topics.

4- If I have been in my position for less than 3 years, can I be authorized to apply to another position for personal reasons, familial mobility project, uncomfortable in my current position without the approval from my manager?

No, to apply for another position even for personal reasons would require that you obtain your manager's approval if you have been in your current position for less than 3 years. If for any reason this is the case and you are not comfortable discussing the situation with your manager, you should contact your HR to discuss your concerns and interests.

5- **I'm interested in a posted position. How can I obtain additional information about the job before applying? Will my inquiry remain confidential?**

You may discuss with either your HR or a Staffing Specialist to learn more about the responsibilities and requirements of the position and your possible candidacy prior to applying. These conversations are considered confidential and should not be shared with either your current manager or the hiring manager.

6- **What if I believe I'm qualified for the posted position but I don't have the exact specified qualifications for the job?**

If you have questions regarding whether or not you meet the exact qualifications for the position, the applicant eligibility requirements, or would like additional information about the job, please contact your HR or a Staffing Specialist.

7- **I have identified a position I am interested in, what do I have to do?**

To apply for an open position, you simply complete the on-line application process via the intranet and attach your CV if requested with the posting.

In case of any difficulties you may contact the HR Contact Center for assistance. Remember to check the "Time in Position" requirements in the Employee Mobility Rules to ensure you have the appropriate communications with your manager and HR in relation to your application.

8- **Can I apply for more than one position?**

Yes, there is no limit on how many positions to which you may apply.

9- **What are some helpful hints before I apply for an open position?**

- Assess the match between your interests, skills, and competencies and what's expected/required for the open position you are considering.
- Ensure that your CV is current.
- Remember, you can talk with your HR or the staffing specialist in order to learn more about the opportunity before applying.

10- **What are some helpful hints before I interview for an open position?**

- Be prepared to discuss how your skills and competency capabilities translate to the requirements of the open position.
- Listen to the expectations and requirements of the hiring manager.
- Ask thoughtful questions.

11- **How will my application be managed? Will I get an answer?**

The staffing team manages internal candidates through the selection process. As a first step they will assess the fit between your background and the minimum requirements of the open position.

All internal candidates meeting the minimum requirements of the position will be interviewed and will receive specific feedback if they are not selected to proceed further in the process.

12- I have been selected for the open position; when can I begin in my new position?

The effective date for when you will begin in the new position will be agreed upon between the hiring manager and your current manager. As a general rule, this timeframe should be consistent with the legal/typical notice period expected for your current location.

Other than exceptional business situations and with the agreement of the hiring manager, this period should not exceed 3 months.

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