

Central Florida Investments, Inc.

Job Posting Requirements

All exempt and non-exempt positions, exclusive of Executive Committee member positions, will be posted. This notice will indicate the available position and shift, when possible. Job Posting will remain for a period of three (3) days.

An employee **MUST** meet the following overall requirements in order to post for a position:

- A) You must complete 12 months in your position with the company. Transfers at less than one year may occur between departments that fall under the same Department Head or above with approval from the Department Head or above.
- B) The position that you are applying for must be an available position. Once you have transferred to another department/division, you must again complete 12 months in the position within that division.
- C) Your performance ratings, disciplinary actions and suspensions within the previous 12 months will be taken into consideration as part of the internal process. The hiring manager may review your personnel file and contact your department manager for a reference.
- E) Your department head must sign the job transfer application. It is **YOUR** responsibility to return the signed Transfer Request Form to the Human Resources department.

When applying, please select only the position for which you are qualified. If you are uncertain as to the qualifications for any position, contact the Human Resources department for further information.

Each applicant's personnel file will be reviewed by the Human Resources department and the hiring manager to determine eligibility for the position. A suspension or excessive discipline within 12 months of applying will disqualify your application. Applicants who do not meet the required qualifications will be notified. Each case will be reviewed on an individual basis.

Applying for a position does not guarantee that you will be selected for the position. Each internal application will be interviewed by the appropriate Manager, provided minimum qualifications have been met. All interviews will be scheduled by the hiring manager or Human Resources.

You will be notified of the results when a final decision has been made.