

**AMERICAN LIBRARY ASSOCIATION  
PERSONNEL POLICY MANUAL**

Item Number 601

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PROMOTION/TRANSFER

Reviewed and  
Reissued 6/03

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It is the policy of the American Library Association to promote from within, whenever possible. To encourage promotional opportunity and career growth, ALA makes all vacant positions known to employees before initiating outside searches. Positions are posted on ALA's website for a minimum of three (3) business days.

Employees who wish to be considered for a vacant position must submit an Internal Bid Form. This form is on the KMS and, once completed must be returned to the Human Resources Department. All bid forms are reviewed by the Human Resources Department to determine if the employee meets the minimum qualifications for the opening.

Internal and external candidates may be interviewed simultaneously, however, preference will be given to internal candidates whose qualifications are equal to or greater than those of outside candidates. Outside candidates will be selected only when their qualifications exceed those of internal candidates.

Supervisors and managers may recommend employees for consideration for promotion. No employee will be permitted to bid for promotion/transfer to a new position until he/she has been in their present job for a minimum of six months.

Internal and external candidates applying for clerical support positions are required to have taken the appropriate skills evaluation tests. The exception to this would be if the candidate has taken all or a portion of the battery of tests within the six month period immediately prior to seeking the new clerical position. Candidates successfully passing the battery of skills evaluation tests will be referred to the hiring manager for interviewing.

An employee meeting the job requirements in skills, ability, education and experience may be selected to interview for the vacancy. The employee

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has the option of personally informing his/her supervisor of their intention to interview for a new position or requesting Human Resources staff to inform the supervisor.

The hiring supervisor may review the personnel files of those employees submitting bid forms for the vacancy in his/her area, however, the files must be reviewed in the Human Resources Department.

All internal candidates are notified by the Human Resources Department of the selection outcome.