



Inter-Center recruitment – between NSF funded Centers

Purpose

AURA *encourages* movement between its Centers as part of career development for all its employees. The purpose of this policy is to clarify expectations for Directors, Managers and Employees during the recruitment process and establish principles and guidelines to avoid the impression of "poaching" current employees as well as **to avoid surprises. The scope of the guidance refers to all staff movement between NSF funded Centers, within the United States and Chile.**

Recruiting Guidance

The following principles apply when one AURA Center starts to receive (or sometimes encourages) applications from existing AURA employees of other Centers. These principles apply particularly to open positions, but also for positions not yet advertised.

Employees are encouraged to discuss new opportunities and career development in general with their current supervisor/Human Resources.

In the following, the "Old Center" is the current employer of the staff member who is applying to the new position, and the "New Center" is the employer with the new position that is interested in the staff member.

Specifically, during the hiring process:

In general, all positions will be advertised internally first. If the applicant pool is not considered to be sufficiently representative of the available talent outside the organization than advertisement will also go public.

- 0) If the New Center is planning to "target" any specific current employee, encouraging him/her to apply for an open (or upcoming) position, the Director of the New Center should let the Director of the Old Center (current employer) and the Head of Human Resources know that the New Center will be approaching the employee and encouraging him/her to apply for the position.
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- 1) For open recruitment, after the job applications have been received, and the New Center has developed a short list, Human Resources will let the Director of the Old Center know of any of its employees that have made the short list of applicants intended to move to an advanced stage of the interview process. It is that Old Center Director's responsibility to communicate this within their Center as needed or desired.
 - 2) If the New Center decides to make an offer to the staff member of the Old Center, Human Resources will inform the Director of the Old Center of the details of the offer as far in advance as possible. It is important to note that positions in the same job families and with the same grades should be viewed as lateral moves, subject to internal/external market equity review.
 - 3) The Old Center has the right to match the New Center offer subject to agreement with Human Resources. The Old Center may or may not make a matching offer, but should respond within a reasonably short period (usually within 5 working days.)
 - 4) The employee can then decide based on the merits of the job positions (old vs. new).

Basically this process is designed to provide transparency, and prevent unpleasant surprises, between AURA Centers and its employees. It is also designed to prevent any sort of bidding war between AURA Centers.

Employees may contact HR with specific concerns regarding early notification to the their existing center. The Head of HR will consider individual circumstances and determine specific notification conditions as appropriate .

Of course, AURA HR will play a critical role in ensuring that the salaries being offered are consistent with the current salary scales at AURA. Managers should continue to obtain HR approval for salary prior to making the offer. This helps in preventing bidding wars, but also (equally, if not more, importantly) serves to prevent significant disparities between the pay scales of the different AURA Centers for similar positions.



Following the employee's agreement to move to an opportunity at a different AURA Center, the transition to the new center should be agreed between the old manager, new manager and the employee. The transition to the new center should take place within a four- week period. However, there may be exceptional cases where the transition may take longer as agreed to by all involved parties. In these cases the employee would still move to the new center after 4 weeks and continue to work for the old center to support transition of existing workload.
