



UPDATE

INFORMATION
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BUSINESS
DIVISION

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Program for Individual Careers Helps Close the Gap Between You and Opportunity

On January 19, 1977, the Information Services Business Division introduces the Program for Individual Careers. It will be offered to Headquarters employees for approximately one month before being expanded to all field locations.

Information Services Business Division's Program for Individual Careers enables employees to nominate themselves for positions open within the Division, and thus have a greater degree of control in their career planning. Direct involvement in one's own career goals is one of the major features of the Program for Individual Careers that will be an ongoing system within the Division.

While many of you may not be familiar with the self-nomination concept, similar programs have been successfully implemented at several General Electric businesses. The Relations Operation evaluated these programs and used them as a model to develop our own self-nomination system. The program will have numerous benefits for both you and the Division. By making all employees aware of open positions, and providing the opportunity to nominate themselves as candidates, the program will greatly help management to identify, place and make better use of available personnel; and offer more recognition and self-fulfillment of employee needs and career interests. Additionally, self-nomination will assist management in achieving the goal of having employees placed in positions that make the most of their qualifications. . . and that provide them with challenge and opportunity.

Open Posting Will Help Make Opportunities Known

A manager will open the position by completing a Request for Personnel (RFP) and having it approved by appropriate management. When these approvals have been obtained, the position will be officially "open." Descriptions of the open positions will be posted each Wednesday locally or nationally for two weeks. Additionally, this information will be available on-line through Cross-File. At Headquarters, a summary of Rockville, local and national open positions, with pertinent information about each, will be posted weekly using a document known as *Program for Individual Careers—Position Opportunities*. In the field, a designated Program Administrator will obtain the listing from Cross-File.

During the biweekly posting period, you, the employee, can review the requirements as defined in *Position Opportunities*, and then make your own decision on nomination. If your background and skills match the position requirements and, if you feel that the position would complement your career objectives, you can nominate yourself.

To be eligible for applying for an open position without your immediate manager's approval, you must be in your current position for one year. If you do not meet the time requirement you may apply after obtaining your immediate manager's signature on the Application.

Self Nomination. . . The Opportunity to Sell Yourself

You can nominate yourself for an open

position by using a *Program for Individual Careers Application*, available from Employment at Headquarters, and from the Program Administrator in the field. Fill out the application summarizing your interest in the position and your qualifications. An Individual Experience Record and/or resume also may be attached if you wish. Mail or telecopy your application to the employment representative shown on the *Position Opportunities* listing within fourteen (14) days of the posting date.

In the past, employees have sometimes learned of a position opening too late to do anything about it. How many of you have thought: "I really would have liked to be considered for that job." With the Program for Individual Careers you will now be aware of open positions. . . and more importantly, have a fair and equal opportunity to be considered.

You've Nominated Yourself. . . Now What?

Once the employment representative receives the *Program for Individual Careers Applications* from self-nominated applicants, and as appropriate other qualified candidates have been added to the list, the employment representative will review the nominees with the hiring manager, who will then draw up a candidate slate of approximately two to four qualified individuals. Self-nominees who do not make the candidate slate will be notified by phone, by the employment representative, within two working days of the decision.

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At the same time, if you are a nominee who has made the candidate slate, you will be informed and you should set up an interview with the hiring manager. When you reach the interview stage of the cycle, you should discuss your candidacy with your manager before arranging an interview date with the hiring manager.

After all interviews have been conducted, the hiring manager will make his or her own evaluation of the candidates' qualifications for the open position and then make the decision. Naturally, only one of the candidates will be selected. The hiring manager will inform the other candidates of the decision. . . and how it was arrived at . . . immediately after the selected candidate has accepted the offered position.

In every instance, a sincere effort will be made to keep all applicants up-to-date on the status of their self-nominations. It must be stressed that the concept of self-nominations is not cosmetic in nature. . . it is the out-growth of a belief that by making employees more directly involved in their career paths, both they and the Division will benefit. As with many new programs, there may be questions left unanswered. Please communicate your suggestions and concerns — as quickly as these surface — to your manager or anyone in the Employee Relations Operation. We all want this program to be meaningful and worthwhile.

Questions & Answers

Listed below are some of the most frequently asked questions from both employees and managers when self-nomination programs were implemented at other General Electric components.

Q. . . Will All Open Positions Be Posted?

A. . . No. All positions open, up to and including subsection level, will be on the list, dependent on the locale. The idea is that most positions which can be filled locally, will be advertised only locally. On the other hand, those positions for which candidates are less numerous may be advertised nationally. For example, if an administrative professional position opens in Rockville, and appears to be fillable in Rockville, it won't be advertised in San Francisco . . . unless some special circumstances are involved.

Q. . . What Kinds of Positions Might Not Be Listed?

A. . . The following are some examples of positions that might not be listed:

Level changes where an individual retains the same position title, but the level is increased because of increased responsibility.

Reassignment of responsibility within an existing component resulting from a reorganization where changes do not result in promotional opportunities.

The position is to be offered to an employee on lack-of-work who is entitled to a best possible offer.

The establishment of temporary, co-op, program trainee or summer positions.

Q. . . Will Other Candidates be Considered?

A. . . To give the hiring manager the widest possible choice of qualified candidates, the program accommodates the simultaneous consideration of external and internal candidates in filling open positions. External

candidates might include those employees on lack-of-work, returning veterans, employees from other Division or Company locations and persons from outside the Company.

Q. . . Can I Nominate Myself for Any Position At Any Time?

A. . . This program assumes a responsible attitude by all employees. However, you may nominate yourself for any position open, provided that you seriously believe you fulfill the qualifications, and provided that you've been in your current position a minimum of one year.

You may nominate yourself for positions when you do not have the minimum time in your current position if you obtain your immediate manager's signature on the Application.

Q. . . What Happens If I Get a New Position As a Result of This Program?

A. . . Generally, it is expected that the selected candidate for a new position will be released by his or her manager as soon as possible. You must be released within 30 days from the date the new position is accepted, except when negotiated differently by the releasing and hiring managers.

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Update is published bi-weekly by the Information Services Division for the benefit and information of employees. Articles and photographs may be submitted to Update, Information Services, 401 N. Washington Street, Rockville, Maryland 20850; or call 8*273-4387.



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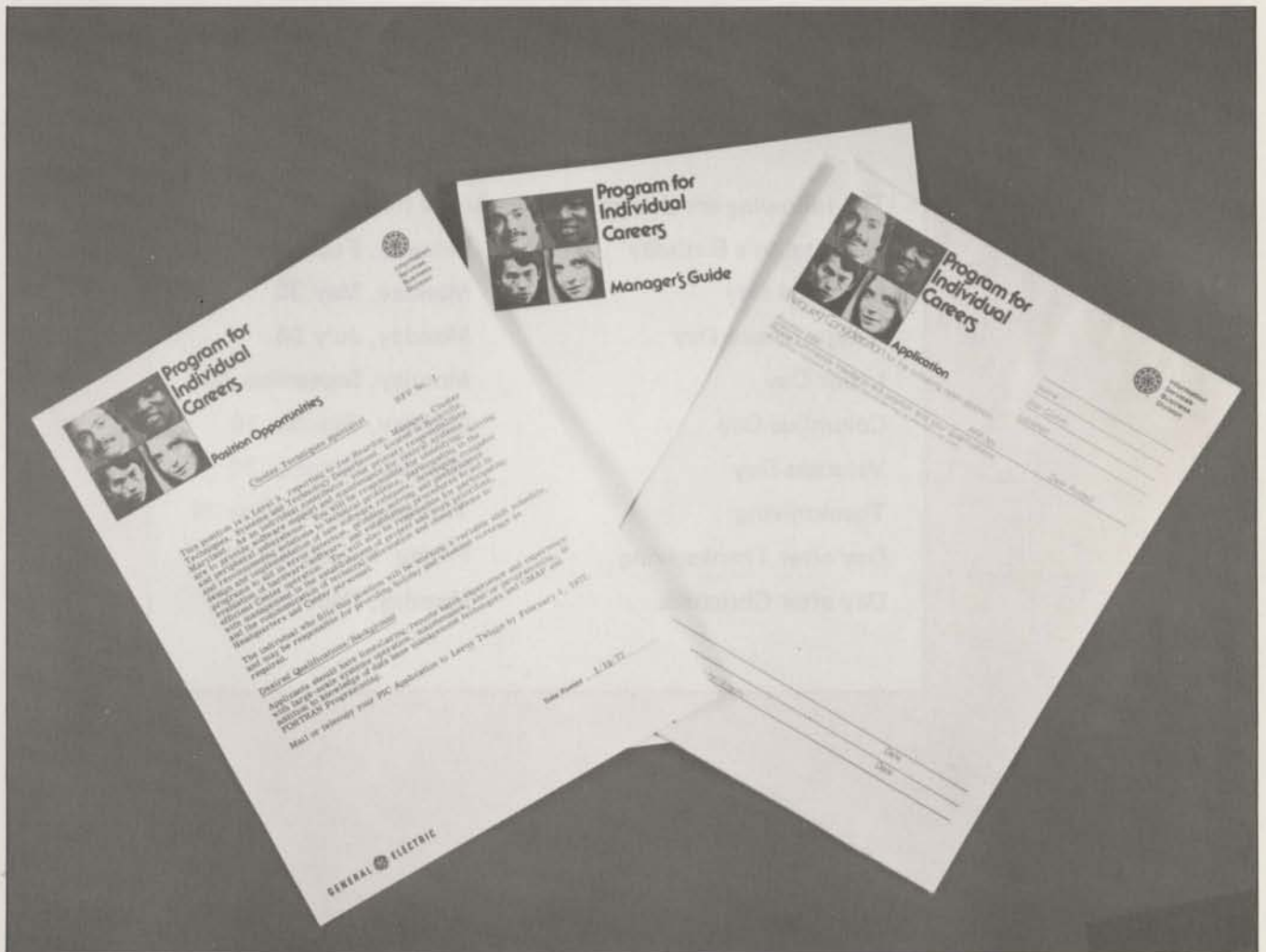
Q. . . Can I Discuss the Selection Process?

A. . . If you wish to more fully discuss the selection process at any step of the procedure, you may contact the Manager, Employment and Community Relations. If further communication is still required, you may refer to the Appeals Section of the Employee Handbook.

Q. . . What Are The Key Elements That Will Make This Program Successful?

A. . . The Program for Individual Careers will require the whole-hearted support of all employees and managers. Employees will be expected to treat the opportunity professionally and attempt to evaluate position requirements with their quali-

fications before nominating themselves for a new position. On the other hand, it will be incumbent upon managers to review carefully each nomination with their employment representative and to make certain that all applicants and candidates are informed of the hiring decision during each step of the process. If we all treat the program as the opportunity it is intended to be, it will be a success and we will all benefit.



Tools for advancing your career with General Electric's Information Services Business Division. At left is a typical "Position Opportunity" to inform ISBD employees and describe a position which is currently open. The booklet in the center, the "Manager's Guide," explains how ISBD's

new Program for Individual Careers works, and how to prepare and post a Position Opportunity. The multi-copy form at right is the "Program for Individual Careers Application" which you must complete if you wish to nominate yourself for any particular Position Opportunity.



1977 Holidays

The following are designated as holidays for 1977:

Washington's Birthday	Monday, February 21
Memorial Day	Monday, May 30
Independence Day	Monday, July 04
Labor Day	Monday, September 05
Columbus Day	Monday, October 10
Veterans Day	Monday, October 24
Thanksgiving	Thursday, November 24
Day after Thanksgiving	Friday, November 25
Day after Christmas	Monday, December 26