**Mobileye: Internal Mobility Procedure for Managers**

Internal mobility is one of the career development paths available to our employees at Mobileye. The company has a wide range of positions and jobs, offering employees a variety of opportunities for development and growth. This increases employees’ satisfaction and strengthens their connection to the organization.

Internal mobility is a complex organizational process involving multiple parties: the employee, current manager, hiring manager, recruiter, and departmental human resources business partner (HRBP). To manage this process effectively and beneficially for all involved parties, it is essential to adhere to the company’s procedures and policies, as detailed below.

As a general rule, internal mobility should be driven by an employee’s desire for development or change, not an active search by a hiring manager. Internal mobility allows employees to continue a career path within Mobileye, and is also beneficial for the company in terms of promoting talent development, preserving organizational knowledge, strengthening interdepartmental connections, and reducing the training period necessary for the new position. Therefore, all managers have a common interest in recognizing the importance of internal mobility and ensuring its success. Transparent, ongoing, and authentic communication between managers and the HR team is essential.

Stages and highlights of the process:

1. Eligibility

Full-time Mobileye employees with at least 18 months in their current role are eligible for an internal transfer. This allows employees to expand their horizons for development and to simultaneously ensure organizational stability as they conclude their current role.

In addition, students who finish their studies can apply for full-time positions outside of their original team.

1. Discretion

Employees need to feel comfortable conducting an initial assessment for a transfer, without fear that this will endanger their current position. Therefore, internal mobility processes must remain discreet. Managers in the employee’s current department should not be aware of the potential transfer **until the end of the first interview phase**.

After this first stage is completed, if both the hiring manager and the employee wish to continue the process, **the employee** must inform the current department manager about the potential transfer to another position within Mobileye. After the current manager is updated, the recruitment and screening process may continue.

However, an employee who is involved in a performance management process cannot maintain this discretion. Therefore, in such cases, it is the responsibility of the **employee** to inform the current department manager of the desired transfer to another position within the company **before initiating the process**.

A hiring manager who receives an application from a Mobileye employee for a position available in his/her department must verify that the employee has informed the HRBP of the department where s/he currently works. The hiring manager must ascertain whether the employee’s current manager is aware of the desired transfer, making sure to preserve discretion during the process.

The hiring manager and everyone involved must maintain full discretion regarding a screening process involving a Mobileye employee and not inform any other parties in the company about it. The employee and the HR team are responsible for updating the current manager.

1. Before beginning the screening process
* A screening process for internal transfer will be conducted only when there is a vacant position available.
* A candidate for internal transfer will be invited to begin the screening process only if the employee is considered suitable for the position. Neither the company nor its hiring managers are obligated to interview all candidates who have submitted an application.
* Recruiting managers should not actively look for candidates among the company’s employees. Any internal transfer process should be initiated only in response to an employee’s desire to change positions.
* To ensure that internal transfer processes are conducted appropriately, employees should not ask department managers about available positions without first informing their current departmental HRBP that they are doing so.
* After the HRBP speaks with an employee who wishes to change positions, the HRBP will direct the employee to the department’s recruiter for consultation about relevant positions in the organization. The screening process will be conducted with full discretion until after the first interview.
* Managers who receive an application from an employee regarding an initial assessment for transferring to a position in their department will verify with the employee that s/he has informed the HRBP of the employee’s current department.
* A manager will not interview a current Mobileye employee for an internal transfer without informing the department recruiter. The recruiter will make sure that there are no obstacles to advancing the process and ascertain whether there is any information that must be taken into account during the screening process, such as an ongoing performance management process.
1. For an employee involved in a performance management process
* The internal mobility process cannot be discrete. This is to ensure that the reason the employee is in a performance management process in their current department is unlikely to be repeated in the new department. At the same time, it allows the employee the possibility of reaching his/her potential in a more suitable department.
* They must inform their current manager and receive approval before initiating an internal mobility process or asking HR teams and managers from other departments about available positions.
* Before an internal mobility process begins, the hiring manager will consult with the manager of the employee’s current department, in order to understand the nature of the feedback that instigated the performance management process.
1. The screening process
* To ensure that candidates are suitable for the position, current Mobileye employees will go through the same stages of interviews and assessments as external candidates.
* The screening process is comprised of two separate stages, and candidates who are current employees must successfully pass both.
* A manager will not interview a current Mobileye employee for an internal transfer without informing the department recruiter. The recruiter will make sure that there are no obstacles to advancing the process and ascertain whether there is any information that must be taken into account during the screening process (the existence of a performance management process, for example).
* The hiring manager will inform the employee and the recruiter if the employee passed the first interview successfully.
* If the employee passes the first interview successfully, the hiring manager will tell the employee to inform the current manager that the screening process for an internal transfer process has begun.
* If the employee did not pass the first interview, the employee should be informed promptly and with sensitivity; if possible, the hiring manager or recruiter should offer feedback.
* After the employee confirms having informed and updated the current department manager about the process, and the recruiter verifies that there are no obstacles to moving forward, it is possible to proceed to the next steps.
* The recruiting manager will confer with the employee’s current manager to get feedback about the employee’s performance in the current position, and any information that must be taken into account in the screening process or regarding the employment.
* After receiving this feedback, the second stage of the screening process will be coordinated.
* If the employee passes all the stages of the screening successfully, **the hiring manager must inform the recruiter before updating the employee**. The recruiter will verify that the current manager and other relevant parties have been updated, and confirm that there are no obstacles to moving forward. Only after this is done, will the employee be informed.
* The current manager must be informed that the employee has passed the screening steps successfully before the employee is informed.
* If the decision is not to move forward with the employee’s transfer, the hiring manager will inform the employee in a sensitive way and offer feedback. The candidate must be updated and given a final answer no later than three weeks after the last interview.
1. Moving to a new position
* After the employee has been informed about successfully passing the screening process, and confirming that the employee in fact wants to make the transition, the hiring manager and current manager will determine an agreed-upon transition date. The transfer date should allow the employee adequate time to complete any open tasks in the current position. If possible, the date should give the current manager sufficient time to reach advanced stages in the process of finding a replacement for the departing employee.
* The transfer date determined by the two managers should be between one and two months from the date that they agree to the transfer. In exceptional cases, a gradual transition taking up to three months, at the most, can be allowed.
* The manager of the recruiting department and the current department will agree on the transfer date and send a clear message regarding the transfer date via email to both managers and the HRBP. **The employee will be informed of the transfer date only after this is done**.
* The employee is responsible for making a plan for an orderly transfer schedule and ensuring that all open tasks are completed optimally.
* The employee’s job description will updated, if the new role is fundamentally different from the previous one.
* To ensure that the incentive for an internal transfer is based on a desire for development, there will be no immediate change of salary or granting of a new title for a managerial/technical position. Any exceptional case should be discussed with the departmental HRBP.

Other important points:

* As a general rule, employees should not be encouraged to seek a transfer to a new position within the organization. Mobileye does not approve of managers contacting employees directly to recruit them. A hiring manager who thinks that a current employee may be a potential candidate for an available position must discuss this with the recruiter first, to determine whether conditions are appropriate for an internal transfer. The recruiter must not contact the employee directly regarding the offer.
* Internal transfers do not necessarily result in an immediate pay raise. Salaries cannot be raised for at least the first six months in the new position (unless the transfer process is related to the horizontal organizational structure). In exceptional cases, if the scope or content of the work changes significantly, the salary issue will be examined and presented to the vice president of human resources for approval.
* The hiring manager and anyone else involved in the screening process of a current employee must not inform other parties in Mobileye that the employee is being considered for a new position. Full discretion will be maintained. The employee and the HR team will update the current manager as necessary.

Internal mobility is a complex organizational process, and everyone involved is expected to act with sensitivity and respect. It must be remembered that several broad conditions must be met to enable an employee’s transition between departments and positions. Dialogue between the managers, the HR team, and the employee must be open and transparent, whether it is decided that the employee will move to a new position or remain in the current one.

Technical points:

1. Updating the Workday system: After a transfer has been approved and agreed upon by all parties, the current manager will update the Workday system and forward the details to the hiring manager for approval.
2. Positions: Following the internal transfer, the hiring manager will announce that the vacant position has been filled and the manager of the department the employee is leaving may announce that there is an opening for a replacement.
3. Updating contracts: In general, transferred employees do not receive a new or updated contract, since there has been no change in salary.
4. Granting permissions within the computer system: The hiring manager must verify with the IT department and other relevant parties that the employee will be given permissions in the computer system, as required for the new position, and has been added to the various relevant workgroups, Microsoft Teams, etc. The employee’s previous manager must ensure that the employee is removed from the workgroups relevant to the former position and that any permissions the employee no longer needs are closed.