



Internal Job Application Process

Urbn Leaf is dedicated to assisting employees reach their professional goals through internal promotion and transfer opportunities. One of the tools the company makes available to employees in managing their career is Urbn Leaf internal job postings. This procedure enables current employees to apply for any available position as soon as the job is posted on our career’s website. Internal job opportunities are regularly posted on the Internal Job Board which can be viewed by visiting https://app2.greenhouse.io/internal_job_board and logging in using your company email address. The career opportunities are located at the bottom of the website under “Internal Career Opportunities”. Once you select the job posting of choice please follow the instructions for submitting an application.

To apply for an opening:	
Step 1:	<p>Ensure that you meet the following eligibility requirements:</p> <ul style="list-style-type: none"> ▪ You are a current, regular full-time or part-time Urbn Leaf employee. ▪ You have been in your current position for at least six months. (Exceptions to this six-month requirement may be made by your current supervisor and should be consistent with business needs.) ▪ Your performance meets or exceeds company standards in your current position. ▪ You have not had an employee counseling or corrective action within three months. You are not following a performance improvement plan for your current position. ▪ You meet the qualifications listed for the position on the job posting.
Step 2:	<p>Complete an Internal Candidate Recommendation (ICR) Form:</p> <ul style="list-style-type: none"> ▪ The ICR form is available for download on the Internal Job Board, on the following page, or you can request one by emailing careers@urbnleaf.com.
Step 3:	<p>Submit the ICR form to your supervisor for approval and signature.</p>
Step 4:	<p>You will be asked to attach your completed and signed ICR form along with your resume when you fill out your application online through the Internal Job Board.</p> <ul style="list-style-type: none"> ▪ Please make sure your ICR form has your supervisor’s signature prior to submitting your application. ▪ A recruiter will reach out to you to confirm receipt of your application and submit to the hiring manager for review.



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Internal Candidate Recommendation (ICR) Form

Candidates who are qualified and completed all required steps will be contacted for in an initial interview with the supervisor of the position if they have not interviewed with that particular supervisor within the past year. If the applicant meets the qualifications for the role and the supervisor wishes to continue with the interview process the applicant will be notified of next steps by a recruiter.

Posting Information	
Posted Position:	
Location of Position:	

Internal Applicant Information		
Full Name:	Date of Hire:	Today's date:
Home/Cell Phone:	Personal Email:	
Current Position:	Current Department:	
Current Location:	Time in Current Position: ___ Years ___ Months	
Why do you wish to change positions?		

Acknowledgement	
Employee Signature:	Date:
Manager Name:	Date:
Manager's Signature:	
Manager's Notes/Comments:	