Internal Selection Process

SHUSA

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Job Posting

Building a great culture through internal mobility means recognizing that the 70% right role candidate from inside Santander has better odds of success than the 95% credentialed candidate we don’t know from outside. Moreover, by creating a process that allows open communication about career opportunities between leaders and their direct reports creates a much more engaged work environment.

Job Posting:
All US L3 and below open positions must be posted internally and may be posted externally simultaneously. This ensures that all employees are aware of and have an opportunity to apply for open positions either before or concurrent with the considerations of external candidates.

Minimum Standards:
In addition to posting open positions internally, the following standards apply

- Open positions must be posted for a minimum of 5 business days through the Applicant Tracking System before an offer can be extended
- A candidate’s overall experience level, skill set and results from the selection process must be considered when making a hiring decision
- If hiring for an L2 or L3 a diverse slate must be presented. This is defined as a female and a racial minority or a racial minority female.

Exceptions:
The first two exceptions require consultation with Talent Acquisition (TA)

- There may be a time when an offer needs to be extended prior to 5 business days; this will be handled on a case by case basis by TA
- Level 3 positions (or direct reports of C-Suite Leadership) do not need to be posted, decisions to post these positions will be made in partnership with Executive Recruitment
- Level 2 (direct reports of US CEO) positions are not posted
Internal Selection Process – Between Entities

**Candidate Responsibilities:**
To apply for the positions, regular full time and part time employees must

- Meet the qualifications posted for the positions they are applying for
- Apply online through the Company’s internal careers site for job posting
- Complete 12 months of continuous service within your current position and be in good standing (rating 3 or better, not been placed on a performance improvement plan)
- Candidate can have an informal conversation with a Hiring Manger about a particular role and is not required to disclose that to their current leader
- Candidate must disclose to their current leader when they officially post for a position by submitting an application

**Hiring manager (HM) Responsibilities:**

- If the HM is interested in a candidate that has not posted for a role they should not contact the candidate directly, instead they should contact the employee’s current leader to discuss the opportunity
- If the HM is interested in an internal candidate who has expressed interest to them about the role they should not reach out to the current leader until after the candidate has officially posted for the position by submitting an application
- If making an offer:
  - HM must partner with Recruiter/HR to compose an offer for internal candidates to ensure internal equity
  - HM coordinate appropriate release date with candidate’s current leader (minimum of 2 weeks not to exceed 4 weeks, exceptions may apply and will be worked out between HM and current leader)

**Current Leader Responsibilities:**

- Provide constructive feedback on the candidate’s current performance
- Should not create a counter offer for the employee to retain them with no significant job change
Internal Selection Process – Within the Bank

**Candidate Responsibilities:**
To apply for the positions, regular full time and part time employees must

- Meet the qualifications posted for the positions they are applying for
- Apply online through the Company’s internal careers site for job posting
- Complete 12 months of continuous service within your current position and be in good standing (rating 3 or better, not been placed on a performance improvement plan)
- Candidate can have an informal conversation with a Hiring Manager about a particular role and is not required to disclose that to their current leader
- Candidate must disclose to their current leader when they officially post for a position by submitting an application

**Hiring Manager (HM) Responsibilities:**

- If the HM is interested in a candidate that has not posted for a role they should not contact the candidate directly, instead they should contact the employee’s current leader to discuss the opportunity
- If the HM is interested in an internal candidate who has expressed interest to them about the role they should not reach out to the current leader until after the candidate has officially posted for the position by submitting an application
- If making an offer:
  - HM must partner with Recruiter/HR to compose offer for internal candidates
  - HM coordinate appropriate release date with candidate’s current leader (minimum of 2 weeks not to exceed 4 weeks)

**Current Leader Responsibilities:**

- Provide constructive feedback on the candidate’s current performance
- Should not create a counter offer for the employee to retain them with no significant job change
Internal Selection Process – Within the Santander Consumer USA

Candidate Responsibilities:
To apply for the positions, regular full time and part time employees must
• Meet the qualifications posted for the positions they are applying for
• Apply online through the Company’s internal careers site for job posting
• Complete 12 months of continuous service within your current position and be in good standing (rating 3 or better, not been placed on a performance improvement plan)
• Candidate can have an informal conversation with a Hiring Manager about a particular role and is not required to disclose that to their current leader
• Candidate must disclose to their current leader when they officially post for a position by submitting an application

Hiring Manager (HM) Responsibilities:
• If the HM is interested in a candidate that has not posted for a role they should not contact the candidate directly, instead they should contact the employee’s current leader to discuss the opportunity
• If the HM is interested in an internal candidate who has expressed interest to them about the role they should not reach out to the current leader until after the candidate has officially posted for the position by submitting an application
• If making an offer:
  • HM must partner with Recruiter/HR to compose offer for internal candidates
  • HM coordinate appropriate release date with candidate’s current leader (minimum of 2 weeks not to exceed 4 weeks)

Current Leader Responsibilities:
• Provide constructive feedback on the candidate’s current performance
• Should not create a counter offer for the employee to retain them with no significant job change
Internal Selection Process – BSI

Candidate Responsibilities:
To apply for the positions, regular full time employees must
- Meet the qualifications posted for the positions they are applying for
- Complete 24 months of continuous service within your current position and be in good standing (rating 3 or better, not been placed on a performance improvement plan)
- Candidate can have an informal conversation with a Hiring Manager about a particular role and is not required to disclose that to their current leader
- Candidate is encouraged disclose to their current leader when they officially post for a position by submitting an application but is not mandatory

Hiring Manager (HM) Responsibilities:
- If the HM is interested in a candidate that has not posted for a role they should not contact the candidate directly, instead they should contact the employee’s current leader to discuss the opportunity
- If the HM is interested in an internal candidate who has expressed interest to them about the role they should not reach out to the current leader until after the candidate has officially posted for the position by submitting an application
- If making an offer:
  - HM must partner with Recruiter/HR to compose offer for internal candidates
  - HM coordinate appropriate release date with candidate’s current leader (minimum of 2 weeks not to exceed 4 weeks, exceptions may apply and will be worked out between HM, current leader and HR)

Current Leader Responsibilities:
- Provide constructive feedback on the candidate’s current performance
- Should not create a counter offer for the employee to retain them with no significant job change