

## FREQUENTLY ASKED QUESTIONS ABOUT INTERNAL JOB POSTING

No	Question	Answer
<b>Technical Process</b>		
1	Can IJP system access be done using emails other than the company's official/formal domain, for example @gmail.com or @yahoo.com?	The IJP system cannot be accessed using personal emails such as @gmail.com or @yahoo.com; <b>only official company email addresses are allowed</b> for registration.
2	How do I know if there are open position in internal?	HR Corporate will send out a <b>weekly email blast</b> to notify employees of the currently available internal positions, or employees can log in to the Internal Job Posting (IJP) portal at any time to check for open positions.
3	Is it allowed to apply for more than one position?	Employees <b>can only apply for one position at a time.</b>
4	When can employees apply for another job posting?	Employees are eligible to apply for another position once they receive a system notification indicating that their <b>previous application has been declined.</b>
<b>Data Confidentiality</b>		
5	Will the information of employees applying through the IJP be shared publicly?	The company will ensure that the identities and activities of employees who apply through the IJP <b>remain confidential.</b>
<b>Requirements</b>		
6	Who can apply through the IJP?	<b>Eligible Internal Participant Criteria</b> <ol style="list-style-type: none"> <li>1. Employees have min. 3 years in current position, or</li> <li>2. Employees who have less than 3 years in their current position with good performance and have 2-4 STEM certificates, or</li> <li>3. Employees enrolled in development programs (GDP, MDP, ECDP, LDP, SLDP, FADP) must undergo rotation without needing to stay in the same position for 3 years.</li> </ol>

7	IJP is open to employees from which Business Unit?	IJP is open to all internal employees (direct hires) from all Business Units within Sinarmas Mining.
8	What levels are eligible to apply through the IJP?	All levels can apply as long as they meet one of the 3 criteria above.
9	Is it possible to apply for a higher position?	Employee may apply for a position that is <b>one level above your current role</b> , as long as all the requirements are met.
10	What levels /grades are referred to as "Specialist", "Superintendent", "Manager", "GM", and "VP"?	Specialist: Level 5 - 6 / 4A - 4C Superintendent : Level 7 - 8 / 4D - 4F Manager : Level 9 - 10 / 5A - 5D GM : Level 11 / 6A - 6B VP: Level 12 / 6C - 6D
11	Is it allowed permissible to register for a different PT or Cost Center?	Yes, as long as the requirements for the position are met.
12	Is there a minimum performance score (PAT) required to apply for IJP?	There is no performance score (PAT) require for eligible internal participant criteria 1 and 3. However, for employees under criteria 2, with less than 3 years of service, <b>the minimum PAT for the last year must be A.</b>
13	Which certifications are considered for meeting the criteria for eligible candidates under criteria 2, and how can they be obtained?	<p>Certifications and semi-certifications can be acquired through My Learning Platform, covering the five knowledge pillars: Finance, Legal, IT, Management Science, and Engineering.</p> <p>Here are some examples of training providers available on My Learning:</p> <p><b>Semi-Certification:</b></p> <ul style="list-style-type: none"> <li>▪ PPM</li> <li>▪ Single courses from edX</li> <li>▪ Single courses from eCornell</li> </ul> <p><b>Certification:</b></p> <ul style="list-style-type: none"> <li>▪ edX Certification</li> <li>▪ eCornell Certification</li> </ul>

14	How to obtain an online certification on My Learning to meet the criteria for IJP?	<ul style="list-style-type: none"> <li>▪ Visit <a href="http://mylearning.techconnect.co.id">mylearning.techconnect.co.id</a></li> <li>▪ Log in using your company email through the “Log in with Google” option “Log-in with google” with company email</li> <li>▪ You will be directed to the Discover page, which features 12 learning channels and 5 community channels.</li> <li>▪ Select "My Insight" to view personalized recommendations.</li> <li>▪ Click on "Classroom" to browse and register for various courses and certifications.</li> <li>▪ Complete the course to earn your certification.</li> </ul>
<b>Screening Process</b>		
15	Is there a notification to employees if they do not meet the requirements and their application is not processed further?	Yes, candidates will receive an email notification if their application is not proceeding to the next stage.
<b>Selecting Process</b>		
16	What are the selection processes after a candidate applies for IJP?	<ul style="list-style-type: none"> <li>▪ CV Review</li> <li>▪ Online Assessment</li> <li>▪ Interview</li> <li>▪ Movement Approval</li> <li>▪ Alignment C&amp;B</li> <li>▪ Onboarding</li> </ul>
<b>Interview</b>		
17	How is the candidate interview scheduling process?	The interview schedule will be coordinated by Talent Mobility team based on agreed time between the interviewer and the selected candidate.
18	When should the current supervisor be informed that the candidate is participating in the IJP?	Employees are advised to notify their supervisor about their participation in the IJP <b>before the interview process starts</b> , as interviews often take place during work hours, and the schedule is typically also communicated to the supervisor.
19	If it has been confirmed that the candidate has passed the interview	An email or message (such as via WhatsApp) to the recruiter managing the process should be

	and assessment, what would be the proof that the current supervisor has approved the process the employee is undergoing in this IJP?	provided within 2 business days after confirmation of passing the interview and assessment.
<b>Escalation</b>		
20	What is the next step if the current supervisor does not give their approval?	The candidate may notify the HRBP to assist in coordinating with the current supervisor.
<b>Offering</b>		
21	Will there be any changes in the benefits received if you apply for and transition to a different Business Unit?	Any changes in benefits will be aligned with the benefit scheme of the new business unit and the level of the position, including additional allowances.
<b>Movement/Rotation</b>		
22	If applying to a different company or business unit, will previous employment duration be considered?	It depends on the policies of each company or business unit.
23	If selected and moving to a new position, how will employees be informed?	After the rotation process is approved by management, the employee will get an official letter detailing the decision for the new position and the effective date of the transfer.
24	How long is the transition period if the candidate is accepted for the applied position?	<b>Transition periods are set at 1-3 months for positions below the manager level, and up to 6 months for manager-level positions</b> and higher. This is coordinated with the direct supervisor or designated PIC.
<b>Further Details Information</b>		
25	Who can I ask if I still have questions or need further clarification?	For inquiries about the IJP, you can reach out to WeCare, by emailing <a href="mailto:wecare@sinarmasmining.com">wecare@sinarmasmining.com</a> or direct email to Talent Mobility Team by emailing <a href="mailto:admin.talentmanagement@sinarmasmining.com">admin.talentmanagement@sinarmasmining.com</a>