

Employment policies at-a-glance



RECRUITMENT

March 2021

Our recruitment processes are designed to help us find the best people for roles. Merit, skills and performance are considered, in line with our Equality and fairness policy.

Career opportunities

- We want to provide you with opportunities to develop your career within Royal Mail.
- This could include applying for a promotion or a different type of role.
- All the information you need about internal vacancies in Royal Mail and Parcelforce, including setting up job alerts and applying for roles is available at: <http://www.royalmailgroup.com/myjob>
- If you're offered a new internal role, you'll normally move within six weeks of formally accepting it, unless there are operational reasons not to do so.



Transferring within Royal Mail

- If you wish to transfer, you should search the internal vacancies and apply for any suitable roles using the link above.
- For some non-specialist roles, seniority will be considered if more than one person matches the skills or hours of the role.
- If you request a transfer, you are responsible for any associated costs of the transfer.



My Future site on myroyalmail.com

- This site gives you advice and information about personal development, potential career paths and how to take control of your own future.
- It covers a range of development opportunities, with tips for building your CV and interview and assessment guidance.
- Access it at - <http://myfuture.myroyalmail.com/>.



Want to know more?

For full details, ask your manager for a copy of the Recruitment policy and guides, available on the Policy and information site on PSP.