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## **CAREER MANAGEMENT POLICIES**

Career management policies help define the opportunities for employees to develop the skills and knowledge required to take on more responsibilities, move into management or obtain a new role. By specifying what resources are provided, establishing accountability and keeping records, human resource professionals create a fair and equitable environment for all employees.

### **RESPONSIBILITIES**

By establishing a career management policy, human resources personnel define the roles and responsibilities of the employee, the manager and the company. Typically, employees take personal responsibility for managing their careers, seeking feedback, assessing their own strengths and weaknesses and taking advantage of training available to them. Managers usually commit to hiring the best personnel for the job and ensuring that employees have the right skills and materials to complete their jobs. Managers communicate the company's strategic goals and performance measurement criteria at the beginning of each year, so employees know how their performance will be measured. Additionally, the company is responsible for providing a safe environment for employees to work in.

### **OPPORTUNITIES**

Human resources personnel document policies related to job opportunities to adhere to legal requirements. BMJ commit to providing career advancement opportunities within the company and mandate the employees look within the company for their own growth and development.

By recruiting, training, and retaining a diverse workforce, companies usually maintain their competitive advantage. The company is committed to provide career advancement opportunities and requires employees to seek their own growth and development within the company. For example, employees who maintain up-to-date resumes in human resources files may qualify for promotions or transfers, after at least two years in their current roles. If the company doesn't have an opportunity or the employee isn't qualified for the position as per the job description, most employers require at least two weeks' notice as a professional courtesy if the employee plans to pursue opportunities elsewhere.

### **CAREER MANAGEMENT POLICY**

Describe the types of career moves available to employees. For example, lateral displacement denotes employment opportunities at the same level but in different departments or locations. Vertical moves give employees promotion to management or consultant based on their performance. efforts to move employees to lower positions due to poor performance or restructuring within the company. In addition, mentoring provides an opportunity for

employees to learn new skills and knowledge, for example from more experienced company executives, while still carrying out the duties and responsibilities related to their current job.

## **PRIVACY**

The human resources department uses complex systems and comprehensive data to manage employee records. Stating that they go to great lengths to protect staff information, such as ID numbers, test scores, and other personal data, this will help ensure privacy. Employees are committed to maintaining security by regularly taking actions of their own, such as changing computer passwords.

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