

## Employee Frequently Asked Questions

### How do I apply for a new role internally? Can I apply for multiple roles at one time?

Please be sure to review Cummins internal moves policy and have a discussion with your manager prior to applying. You will search and apply for roles on [internaljobs.cummins.com](http://internaljobs.cummins.com). If you have an active OneSource record, you will just need to fill out a few simple fields to complete your application. [Internaljobs.cummins.com](http://Internaljobs.cummins.com) can also be accessed from a smart phone or personal laptop.

### I already applied for a role in iRecruit, do I need to reapply?

No, active applications on open roles were transitioned over to Taleo. If a role was cancelled and a new posting is created, you will need to apply to the new posting.

### Do I get priority over external candidates?

Per our internal moves policy, internal candidates will be considered before external candidates. Even after the role is posted externally, the role will continue to be posted internally and internal candidates will be prioritized over external candidates.

### What if I don't have a resume, can I still apply?

Yes, you can apply without a resume. A resume is not required to complete your application. If you would prefer to not attach a resume, there is a text field for you to type details of your experience and background. Your Recruiter will take you through a selection of screening questions.

### When I am contacted by a recruiter for a job I applied for, what should I expect?

Recruiters might reach out to you for a 20-30 minute discussion. They will ask questions about your experience, interests, current salary grade and if you have informed your manager of your interest in the role. They will also share additional details about the role. You will work with the recruiter to schedule this screening discussion at a time that is convenient for you and doesn't impact your work schedule. The sooner you respond to a recruiter, the faster the process moves forward.

### I can't remember my password. How do I apply?

Please work with IT and WWIMS to have your password reset. A Cummins email is NOT required to apply for internal roles.

### Does this new process still follow my local contract or collective bargained agreement? Does seniority still matter as stated in my contract or collective bargained agreement?

Yes, the selection decision for roles will continue to follow contract or collective bargained agreement guidelines where appropriate.

### I'm an employee of a JV, can I apply to internal roles?

Each JV has different expectations regarding this situation. Please confirm eligibility with your local HR.

I'm an employee of a company newly acquired by Cummins, can I apply for roles at Cummins?

Please talk with your local HR but yes, in most cases, you can apply for open roles within Cummins. You may have to apply through the external website [www.cummins.com/careers](http://www.cummins.com/careers).

I had job preferences set in iRecruit, do those carry forward?

No, job notifications established in iRecruit will not be copied to the new system. You will need to update your preferences on the new internal job posting web site. Create your job preferences at [internaljobs.cummins.com](http://internaljobs.cummins.com) to receive notifications of internal job postings which match your search criteria.

## Hiring Manager Frequent Asked Questions

What is required before I can post a new role?

As a hiring manager, you should first ensure your headcount is approved through your leadership chain. Then plan to meet with your Line HR support. Together you will review the Global Position Profile (GPP) and additional details of the role as described in the additional 30%, and complete the IPE for exempt roles. You will need an IPE and a peer report from your Line HR to attach to the iRecruit entry if applicable. HR will provide you with both those documents or confirm if they are not needed. The Recruiting Center on Cummins Connect has a selection of tools to guide you when opening a new requisition in iRecruit including the internal moves job aid for Managers.

What exactly will a recruiter do to support my hiring?

A recruiter will guide your hiring process for both internal and external candidates. They will monitor applications, source and screen candidates. You can expect a recruiter to recommend a short list of qualified candidates for you to interview. Recruiters and their team members can support scheduling interviews, support developing the offer of employment, and maintain required documentation.

Who owns the hiring decision?

You as the hiring manager own the selection process and the hiring decision. This also means you should prioritize hiring activities to keep the selection process moving. When in doubt put yourself in the shoes of the candidate.

In some regions of the world, such as the US, Talent Scouts make decisions on behalf of Hiring Managers. This is typically done when there are large hiring volumes and/or urgent needs.

How does the recruiter know what I need for my open role?

Recruiters are trained professionals, specializing in talent acquisition. They will schedule an intake meeting with you to understand your open position, requirements for the role, unique

selling points about the role and what is most important to you as a manager. They will ask questions about you and your team to also help grow interest in your role. The more specific you can be, the better your recruiter can support you. They will also be able to give you a clear picture of the talent market availability.

#### What resource can help me as a hiring manager?

There are great resources on the [Recruiting Center](#). Please check out the Select for Cummins, Interview guidelines, Interview guide builder, iRecruit guidelines and reference guide, Introduction to Compensation Management, and much more.

#### How often should I connect with my recruiter?

Regular connections with your recruiter keep the process moving. They should be your key point of contact. Determine during your intake meeting the method and frequency of your connections. You should also feel comfortable pinging/chatting or emailing with your recruiter anytime during the process. Please reach out to your recruiter before connecting with your Line HR as your recruiter is more likely to have access to the information you want to know.

#### Why can't I see all my internal applicants like I used to in iRecruit?

Recruiters are responsible to review the complete list of applicants, screen that talent, and provide you a highly qualified short list of candidates you can interview immediately as the hiring manager. You are welcome to recommend networked talent for your opening and discuss the health of your applicant pool with your recruiter. The [Recruiter](#) will share the names of candidates they are choosing to disposition with their reasons why.

#### Why can't HR enter my job opening for me?

As the hiring manager, you own your talent needs. Therefore, we have aligned the responsibility with the work. You are also the best individual to know the local responsibilities unique to the position which you enter when creating the requisition. These details will be visible to the Recruiter and Candidate along with the Global Position Profile (GPP).

#### What's the difference between an internal and external posting for me as a manager?

Talent Acquisition has integrated our recruiting process into one smooth experience for you whether you are hiring internal or external talent. Once the internal process has been exhausted, the recruiter will post the role externally. Internal talent will still be considered and your position will continue to be posted internally after posting externally.

#### Who do I escalate to if I have issues?

Your own manager is often a great starting point for questions regarding the hiring decision and role definition. Please reach out directly to your recruiter for specific recruiting related issues. You are also welcome to connect with your local [Talent Acquisition Leader](#). Your Line HR continues to be available for consulting on policy questions or unique situations.

#### Can I change the role categorization for my role?

Role categorization is tied to the selected GPP and cannot be modified by the manager for a specific role. Some regions have yet to adopt the GPP categorization. These will be known locally and notes made in the posting by recruiter. Role categorization implementation may vary per regional practice, please check with your local HR rep with questions. Should you wish to offer flexibility for role categorization, please add this into the 30% additional information.

Why are we now posting at the Salary Grade (SG) level? I enjoyed having the flexibility of scope within comp class, specifically for CC02 roles.

Posting a role at salary grade requires hiring managers to more clearly define the role and the talent needed to fill it. While it can reduce flexibility, it provides a better candidate care experience with increased clarity on the expectations and requirements of the role and optimized talent pool. This will also improve time to fill roles. It does require more planning at requisition creation.

What options will I have if I want to change the Salary Grade level based on candidate pool?

There are several options that should be discussed with your recruiter and HR involvement as needed. One option could include reposting the role at a different salary grade, another may be a formal salary exception request. Additional options can be discussed with HR. Remember, your own manager can also help guide you in these situations.

If I have multiple openings will I work with the same recruiter? Will there be dedicated recruiters per function or BU?

Talent Acquisition realizes it is important to develop relationships with recruiters and build expertise in certain functions. We work hard to provide you the best possible experience. Often, but not always, that means the same recruiter. There are certain situations where recruiter capacity may require us to leverage another recruiter resource.

How long should the process take?

The hiring process is very dependent on preparation, availability, and talent pool. The goal is to fill the role within 45 days but that is not always possible. Expect to be contacted by a recruiter within 2 business days of your role being dispatched in Taleo. You can help the process move quickly by selecting your interview team early and protecting time to interview on your calendar. Be sure to respond quickly. Delays can decrease an applicants interest in your role.

What documentation is required from me as the hiring manager?

It is important and legally required that we maintain the appropriate documentation to support the hiring decision. You are expected to provide your recruiter with the interview notes/summary and your selection justification. This is both why you chose your preferred candidate and why you didn't select the others.

Who provides feedback to candidates?

As a hiring manager, if you interview an internal candidate you are expected to provide feedback to that candidate before they are dispositioned. If only the recruiter has spoken to the candidate during the screening process, the recruiter will provide the feedback and disposition them appropriately. For external candidates, provide feedback to the Recruiter and they will communicate directly with external candidates.