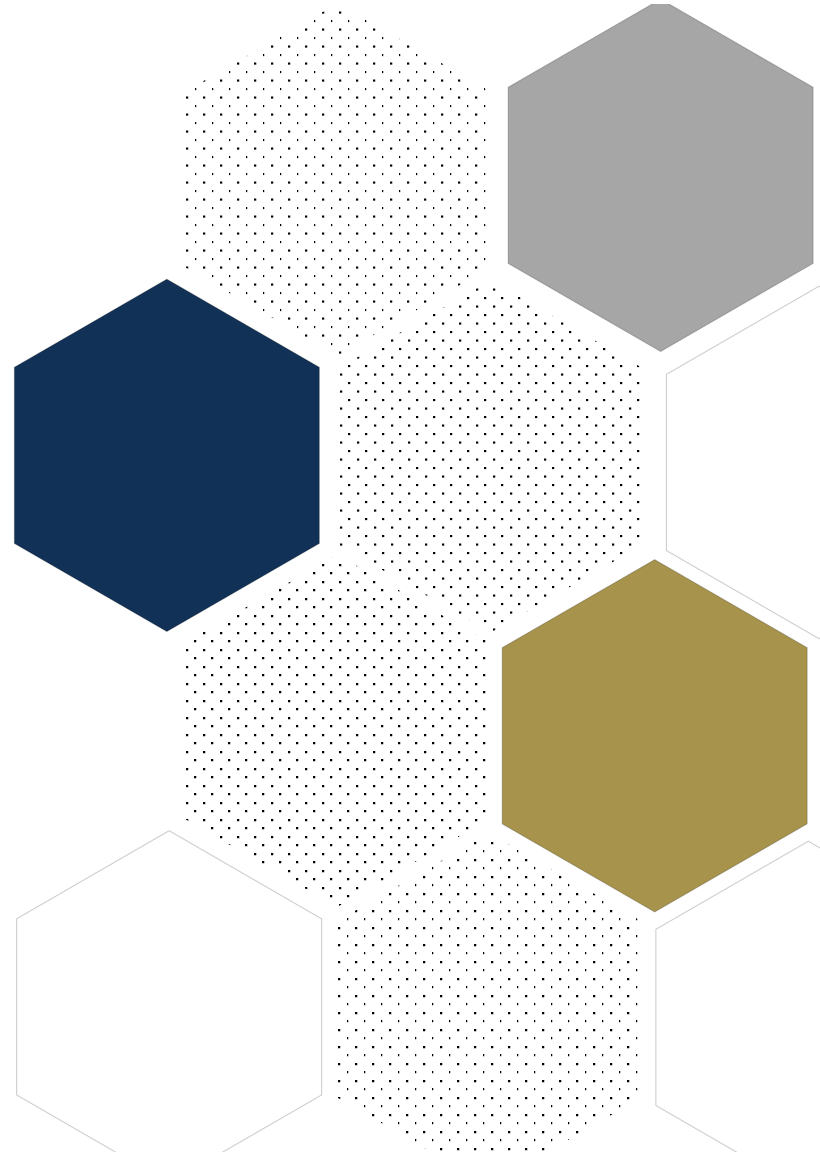


Expression of Interest (EOI) Process

Guidelines for Internal Workforce Transitions



Guiding Principles for Internal Workforce Transitions

All internal workforce transitions and staff selection activities are based upon the following guiding principles, in alignment with the Institute strategic plan and values and all applicable policies, procedures, and laws.



Focus on excellence, built upon a foundation of equity, transparency, and objectivity.



Build a runway for in-depth discussions and informed decision making on the part of leadership and any impacted populations.



Minimize disruption across the Institute and to day-to-day operations to the extent possible.



Let the data guide, not dictate, conversations and actions.

Expression of Interest (“EOI”) Overview



What is it?

The EOI process is an established staffing process that can be used when an organization is implementing a reconfiguration or restructure. It is a staffing transition approach used to fill positions with internal talent as the unit transitions to its future state. The EOI includes three differentiated selection processes that can be deployed based on the level of changes associated with the reconfiguration/restructure.



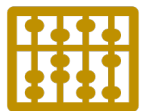
When is it used?

There are a narrow set of situations when the EOI process is used. During the organizational design process, a unit may determine new work or a significant change in elements of a job (>25%) must be made to deliver strategic objectives. The EOI process is used to staff these positions with internal talent while ensuring a fair, equitable, and competitive selection process.



Who does it apply to?

This process applies to employees whose roles are changing during an organizational transition. The process creates opportunity and consistency across impacted positions transitioning into a new organization.



How was it developed?

Georgia Tech’s EOI process is rooted in best practice and developed in by a cross-functional team of internal and external experts. It has been thoroughly vetted and continues to be overseen by Georgia Tech Human Resources (GTHR), the Office of General Counsel (OGC), the Department of Internal Audit (DIA), and the HR Division of the University System of Georgia (USG).

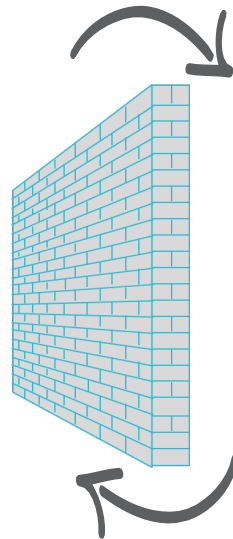
Expression of Interest: The Essential Element

A “brick wall” separates the organizational design phase from the staffing selection phase to ensure a fair and equitable staffing process.

- Organizational strategy and the operating/service delivery model drives the organizational design
- Organization design determines the type of staff that should be selected by position
- Design the organization and plan for the selection process prior to the beginning the selection process
- Tasks on the left side of the wall must be completed prior to move to the right side.

Part I – Organizational Design Activities

- Determine business strategy
- Develop organizational design
- Define and price positions
- Outline staffing objectives (*including defining critical competencies and experience for each function/client group*)
- Develop selection process, guidelines and tools



Part II – Staffing Selection Activities

- Form candidate pools
- Evaluate and select employees
- Notify select and non-selected candidate
- Communicate results to constituents

Expression of Interest: Selection Approaches

After the unit designs the roles needed in the future state organization, they identify which selection approach is appropriate for each role.

Position Type	Description	Selection Approach
New Position	Work is not currently performed within unit/department or at Georgia Tech today	Open Posting (Careers Hiring) <ul style="list-style-type: none">• Positions are open to the entire campus and external populations
Changing Position	Work is currently performed, but elements of the job are substantially changed (>25%) (e.g., day-to-day duties, location, reporting relationship, number of staff within group, or number of direct reports within group)	Competitive Selection <ul style="list-style-type: none">• Positions are open to the entire impacted population.**• Impacted population can “preference” for open positions and/or identify roles elsewhere at Georgia Tech (as applicable)
Similar Position	Work is currently performed, and the role largely remains unchanged	Evaluation and Confirmation <ul style="list-style-type: none">• Positions are open to the incumbent population

Implementing these staffing approaches – and their detailed nuances – requires regular consultation between unit leadership, GTHR (including Business Partner and Employee Relations), and Talent Acquisition, along with detailed planning, documentation, and management.

** - Impacted population includes all employees in unit/department

Expression of Interest: Roles & Responsibilities

Role	Short Description	Responsibilities*
Executive Leader	Communicates vision and creates alignment for future state organization	<ul style="list-style-type: none"> • Communicate future state vision for the organization connecting the new structure to the vision • Collaborate directly with project team on developing and deliver of key messaging and talking points • Communicate new structure and design in partnership with project team
EOI Lead	Lead and manage EOI process	<ul style="list-style-type: none"> • Communicate and manage EOI process for impacted employees • Deliver overview of staffing selection and EOI process to impacted employees • Coordinate EOI activities with business unit, GTHR, and Talent Acquisition • Partner with Talent Acquisition and GTHR to ensure selection process is aligned to USG/GT policies • Finalize and distribute EOI toolkit
Change Management Team	Provide CM materials, key messages, and talking points	<ul style="list-style-type: none"> • Develop materials to be used in weekly team meetings (slides and talking points) • Collect feedback from team leads and HR Partners to address key questions and concerns • Develop EOI tool kit with FAQs, key messages, and talking points • Send communications to impacted EOI group around key actions, dates, and reminders
Leadership Team	Deliver communications to teams and lead change	<ul style="list-style-type: none"> • Coordinate with Exec Leader, EOI Lead, and CM team to align and deliver key messages and talking points • Communicate key messages, talking points, and FAQs to impacted employee group • Provide questions and feedback from employees to Change Management team and/or EOI team • Leverage EOI toolkit appropriately • Remind employees of key dates and actions • Complete actions items and instructions provided by the EOI lead and/or CM team
Unit HR Team	Support transition	<ul style="list-style-type: none"> • Address employee questions and concerns • Provide questions and feedback provided by employees to CM team • Communicate key messages, talking points, and FAQs to impacted employee group
Talent Acquisition	Support EOI Process	<ul style="list-style-type: none"> • Conduct EOI Process • Manage selection process
Advisory Team	Provides guidance to EOI Team	<ul style="list-style-type: none"> • Provide guidance to organization and project team on EOI considerations and staff transition • Validate CM change materials and EOI toolkit prior to broad distribution team • Ensure EOI process is aligned to all relevant USG/GT Policies and applicable laws

This is an overview of key responsibilities in the EOI process. Responsibilities may be added or removed depending on the level of change. Contact GTHR for additional information.

Resources



Questions? Contact:

[Lindsey Micael Fenton](#) – GTHR Organizational Design

[Skye Duckett](#) – GTHR CHRO

Visit [GTHR's Organizational Design page](#) to learn more about our offerings and access our Reconfiguration toolkit which includes additional resources for the EOI process.