

## Preparing as an Internal Candidate Checklist

### Expectation and Awareness

- yes  no Have you been in the job for at least 6 months? (It's strongly preferred that you have been in the job for at least that amount of time. Of course, there can be extenuating circumstances – a term position, etc.)
- yes  no Have you demonstrated solid work performance? (Consider what your manager and co-workers would say about your work.)
- yes  no Have you reviewed the salary grade ranges and are you aware that people are frequently hired below the mid-point?
- yes  no Are you clear on your goals in making this career move? (It is important to be aware of such possibilities as compromising earnings to gain opportunities for professional growth, among others.)

### Preparation

- yes  no Do you meet all of the basic qualifications listed in the job description?
- yes  no Can you demonstrate that you have done 75% of the tasks listed as responsibilities of the job?
- yes  no Have you thoroughly researched the school, department or unit you are applying to and do you have a clear understanding of the mission and work? (This requires going onto the relevant school, department or unit website and reading about the work they do. It might also involve talking to people you know who have worked there.)
- yes  no Have you tailored your resume to fit the specific job? (Note: if you are applying to different kinds of jobs – i.e. staff assistant and finance associate – you should have a separate resume that highlights your skills in each of these specific areas.)
- yes  no Have you tailored your cover letter to fit the specific job?
- yes  no Have you spoken to 3 to 5 people who have agreed to be references for you and are they able to give specific examples of your abilities?

## Reputation and Presentation

\_\_\_\_\_yes \_\_\_\_\_no Even though you are job seeking, are you continuing to be a positive contributor in your current position?

\_\_\_\_\_yes \_\_\_\_\_no Are you able to articulate specific examples of the value you bring to your work team?

\_\_\_\_\_yes \_\_\_\_\_no Are you selective in the jobs you apply for and are only applying for those jobs in which you meet all of the basic requirements **and** have demonstrated that you can do at least 75% of the tasks required?

\_\_\_\_\_yes \_\_\_\_\_no Are you fully prepared for the interviews – anticipating both traditional and behavior-based interview questions?

\_\_\_\_\_yes \_\_\_\_\_no Do you send a thank you e-mail or note promptly after the interview?

\_\_\_\_\_yes \_\_\_\_\_no Do you have a positive working relationship with your manager? Your manager will likely be involved in providing a reference for you so it is important to be aware of your relationship with that person and to always work toward a positive one.

Successful internal candidates typically answer yes to all of these questions.