

Tips for Transferring

- Only apply for those positions that you will enjoy, that fit YOU.
- Don't say anything negative about your current employer.
- Take applying for an internal position as seriously as you would applying for a job outside the university. Don't be too informal.
- Dress professionally – a notch from what you might typically wear to work.
- Be prepared:
 - Know exactly what positions you have applied for - print them out and have them handy in case a hiring manager calls you.
 - Don't allow the research and interviewing process to interfere with your current duties
 - Have some basic answers prepared for:
 - “Why are you interested in this position?”
 - “Tell me a little bit about yourself.” “Give me a little overview of your background.”
 - “Why should I hire you?” or “Why would you be good in this position?”When asked these questions speak to the job requirements. A possible response might be; “Well I see that you are looking for someone with experience with x, y and z, I have experience in each of these areas. Let me walk you through my background.” As you do that, highlight those areas that prove you have the skills and knowledge for the particular job for which you are applying.
 - Think about what a hiring manager is looking for in terms of interpersonal skills and work style/ethic. Highlight those positive behaviors that you have consistently demonstrated throughout your work history – those behaviors that will be validated by your references.