



A place to work, a place to grow

Interview Preparation Guide for Internal Candidates

Thank you for your interest in career opportunities within SHA. SHA requires internal candidates to follow the standard recruitment process for lateral and promotional career opportunities.

As an internal candidate, you have unique knowledge of SHA roles and practices. While working in your current position at SHA, you also have the opportunity to build and demonstrate important skills relevant to future promotions.

The tips below are intended to help you put your best self forward in the SHA interview process and share your knowledge, skills and abilities most confidently and effectively.

Step One: Application Submittal

When applying for a promotion or a lateral job change within SHA, internal candidates are required to formally express interest in a vacancy. To be considered for any [open positions at SHA](#), employees must submit an online application. Employees should also use the [Temporary Acting Assignment Job Registry](#) to check for and indicate their interest in temporary acting assignments. Before applying:



- Check to make sure you meet the minimum qualifications required for the position.
- Check for application deadlines (and specific union timeframes, if applicable).
- Carefully review and proofread your application materials before you submit them.
- Be thorough when answering the Supplemental Questions for that position.

Note: The hiring manager or designee will notify you of your application status and if you are selected to advance in the recruitment process.



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Step Two: Successfully Prepare for the Interview

As an internal candidate, you still need to prepare for the interview process. Many times, hiring managers have reported that this has been the gap between internal and external candidates. Prepare just the same as you would if you were interviewing for a role outside of SHA.



- Thoroughly review the job classification/description and recruitment announcement to ensure you have an understanding of the position expectations.
- Consider an informational interview with the hiring supervisor or an employee in the same or similar role.
- Think deeply about your skills, education, experience, and future career goals. Be prepared to demonstrate how they align with and would benefit the position.
- Familiarize yourself with the [S.T.A.R](#) method for responding to potential interview questions.
- Be prepared to discuss or respond to questions about the agency's and department's operations or challenges.

Step Three: Nail the Interview!

A common assumption is the interview will be lower stakes or will be easier for internal candidates. While we place emphasis on career development opportunities for current employees, the objective of every recruitment process at SHA is to hire the best qualified person for the role.

As an internal candidate you will be competing with external candidates and possibly other SHA staff. You must perform well during the interview to give yourself the best chance at being selected for the role.



- Although you may know the panel members, assume that they know nothing about your skills, education or experience. Otherwise, you risk underselling your qualifications.
 - Spend significant time describing your skills and experience and thinking of examples you can point to in your professional past to demonstrate why you are a good fit for the role.
 - Dress appropriately for the interview to show that you are taking the process seriously and that you understand the importance of the new role.
 - Be professional and try to relax. The people interviewing you are your colleagues, and it's reasonable to use the same conversational tone that you'd use when working with them on any other project. This is a work project, after all – it's just about hiring.
 - Ask questions about the role, work team and/or department. Remember, you are interviewing the panel as well to ensure the role is the best fit for you!
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Step Four: After the Interview

While it is not required, it is recommended practice to follow-up after an interview. Following up after the interview confirms your interest in the role and shows courtesy to the interviewers.



- Send a thank you note or email to the interview panel members.
 - If you are not selected for the position, ask the hiring manager for feedback to help you prepare for the next promotional opportunity.
 - Proactively work on strengthening your skills through training and acting assignments.
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Resources

The following SHA trainings may be helpful as you prepare to advance your career:

- Career Development Planning 101
- Give Your Best Interview!
- Dependable Strengths

You may check training offerings and register by visiting [SHA-U](#).