University at Buffalo
Human Resources

5 Tips for Applying for a Job within UB

Landing a new job is the first official step in launching a rewarding career. Where you go from your first day on the job largely depends on the merits of your performance. Eventually the time will come when you think your present job has run its course and you begin looking for other opportunities. But you may not have to look very far because you can apply for a job within UB. Human Resources is always searching for the best people. But talent does not only exist outside the University. In fact, UB prefers to source talent internally because:

- Time and resources have been invested in the employee.
- It is good for morale.
- Current personnel already know the UB culture.
- The cost of investment is much less than hiring external talent.
- The transition period is easier because people tend to get up and running more quickly if they are an internal hire.

Here are some valuable tips you should consider when applying for a job within UB:

1. Research Available Job Openings through UB Jobs

- **UB Jobs:** You can check UB Jobs on the Administrative Services Gateway website for job posting updates. Some positions are only open to current employees for a limited period of time. Go to **https://www.ubjobs.buffalo.edu/ to see current job listings.**
- **Referrals:** Use your networking skills to establish contacts in other departments that can provide information on the purpose and function of various areas, and the different types of jobs within those units.

2. Meet With UB's Career Coaching Experts

A key advantage you have over external talent is your immediate access to people in UB's Organizational Development and Effectiveness department, a unit within Human Resources. Set up an appointment to meet with an OD&E coach to explore our Career Coaching service. You can get information on job postings, and feedback on your resumes and cover letters.   Career coaching will help you discern what steps you might need to progress in your career or make a career transition. **www.buffalo.edu/administrative-services/training/career-coaching.html**

3. Tailor Your Application to the Job Requirements

Submitting your application for a job within UB is no different from when you submitted your application for the first time as an external applicant. The number one rule in preparing your application is to customize it according to the job requirement itself. Find out everything you can about the job, including:

- required hard skills and preferred behavioral characteristics
- current developments
- standards, benchmarks, and other guidelines

Use the information to craft your cover letter and resume by searching for the right keywords for the job and creating an effective narrative.

4. Prepare for the Interview

Do not assume that just because you are an internal candidate the hiring manager will take it easy on you. You have to earn the position by preparing for the interview:

- List all possible job interview questions and come up with the best answers. Check recruitment websites for sample behavioral interview questions
- Practice the interview with a friend
- Prepare a list of references which may be attached to your UB Jobs application or a portfolio the hiring manager may want to see
- Review your resume and make sure your online profiles are updated

You can never over prepare for an interview. Keep in mind that expectations may be higher because the hiring manager knows you have a track record with the organization.

5. Take the Extra Step after the Interview

Selling your qualifications does not end after the interview. Send a thank you note to the interviewer and/or recruiter to show your appreciation for considering your application. It is a sign of professionalism that the interviewer will surely remember. Finally, if you do get the job, make sure you extend your sincere appreciation to everyone who helped you along the way, especially your supervisor or immediate manager. Offer your services to assist your replacement and assure your former supervisor of a smooth and easy transition of work.

Adapted from an article by Felix Tarcomnicu, founder of Resume OK, 2017