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# Approaching an internal job interview: What works and what doesn't



Sometimes your next job isn't somewhere new. It's in the same organization you already work for. Before you get that **new job**, you need to interview for it. But this may not be like the other interviews you've had before.

Applying and interviewing internally is a great way to find what you want without having to go on an exhaustive search outside the organization you already work for. These opportunities also allow you to gain more experience and become exposed to new skills, people, and ideas. We all want to grow in our jobs and become better at what we do; that's why you apply to these opportunities!

When you're ready to make that move, there are some things to keep in mind as you go through the internal process.

## Treat it like your first interview

The familiarity of the company, and even the people interviewing you, may cause you to approach this interview in a relaxed manner and treat it as a done deal.

But taking this approach might make you make assumptions that can cause you to lose the

opportunity. You might not **share as much** or skim over the details that are important to share.

## Sell yourself

Even if you know the people interviewing you, come into your internal interview without the assumption they know who you are and what you have done in the past. This is your opportunity to talk about your **familiarity** with the organization and what kind of contribution you've made in your time there.

If you have a portfolio you can bring, do it. The more you can do to **sell yourself** internally, the better.

## Watch out for different interview questions

The questions you'll be asked may be different than if this were your first interview. Instead of being asked about your strengths and **weaknesses**, and other common first **interview questions**, you may be asked about your approach to a variety of situations.

You may also be asked behavioural questions that will draw out your thought process and approach to day-to-day situations you could find yourself in with the job you want.

## Career growth

Many organizations promote from within. If you work in one of these organizations, that's a great thing - they value the experience and time you have put in with the talent you have. If you want to grow in your career, and **change your job**, the first place you should look is within to see if any opportunities exist that allow for what you want to achieve.

If you find something that catches your eye, humble yourself a bit and approach this like you would with a first interview, don't sell yourself short, and be prepared for a different line of questions. Doing this will get you on your way to securing that opportunity and move on to bigger and better things where you

work.

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