



INTERNAL JOB SEARCH

<https://bit.ly/2sPOKKT>

Partner with the Career Development Office to strategize your next move within your current organization.

CREATE AN INTERNAL JOB SEARCH STRATEGY

Know yourself and what you are seeking

LINKS:

[CareerLeader](#)
[Industry Specific Resources](#)

Understand your strengths and what you are looking for in a career. Refer back to your CareerLeader results and be honest with yourself. Start researching your organization to understand the internal opportunities for MBAs, and the other departments and teams. Do a deep dive to learn what they do, how they work, and think about how you may fit.

Review the internal job board

Most companies have a job board that highlight roles for internal hires. This is a good way to research and understand requirements for your next role.

Expand your network

LINKS:

[JGSB Alumni Database](#)
[Rice Business LinkedIn](#) [Sallyportal](#)

Connect with people outside of your team. See if there are other Rice alumni at your company you can reach out to. Even if they are not an alum, you should connect with anyone who is in a role or department you want to learn more about. Building your network is really building internal advocates.

Talk with your manager

If your manager is supportive and can assist you in meeting milestones to help you build towards your dream job, let him/her be your ally. Regardless, you need to strengthen your performance. Even if you cannot share your aspirations with your current manager, your yearly reviews need to be strong if you want to make an internal move.

Meet with an advisor

LINKS:

[OWL-Careers](#)

Advisors in the Career Development Office will be a key resource for you as you develop your strategy. Make an appointment in OWL-Careers.

DEVELOP YOUR SKILLS

Clarify your new goal

Now that you have done all of the research, clarify the role you are targeting. Update your resume and LinkedIn to market your strengths toward your aspirational job. Leverage transferable skills and take any courses while you are in the program to increase your competitiveness. Be able to articulate why you want to move into this new role and how you would benefit the company.

Find opportunities to learn and contribute

If your company offers relevant trainings, sign up. Show that you are serious about this new goal and learn valuable skills. Perhaps there is an opportunity to contribute to a current cross-functional project leveraging your new MBA skills you want to display. Find appropriate ways to show your willingness to learn and develop new experiences. Join committees and/or affinity groups to be more visible and meet more people.

Polish

LINKS:

[OWL-Careers](#)
[Big Interview](#)

Attend CDO workshops to improve skills that will impact your professional life. RSVP for sessions in resume writing, elevator pitch, networking, and LinkedIn. Schedule a mock interview with an advisor and perfect your presentation.

REACH YOUR GOAL

Leave it better than you found it

When you are ready, apply for your target role. Hopefully, your internal advocates will help you prepare. Once you receive an offer, be flexible. Understand how this move brings you one step closer to your ultimate goal. Often with internal moves, you may have a period of overlap where your replacement may need to reach out for insight and support. Leave your old department in a good place and keep your strong reputation intact.