

Internal job posting template

Ten blocks, in publishing order, with the wording already written. Edit over the top of it.

{like this} = yours to replace. Everything else is wording you can keep.

Two of the ten exist only because the posting is internal. Who can apply sits above the job rather than below it, and what happens after you apply says what a colleague gets if the answer is no. Those are the first and last things an internal audience reads.

01 Internal vacancy line

INTERNAL VACANCY: {Job Title}, {Team}, {Location}. {Grade or band}, {pay range}. Open to internal applicants until {closing date}.

Tip. Lead with the word internal and end with the closing date. Those two decide whether somebody reads the rest today or next week.

02 Who can apply

This posting is open to {everyone at {Company}}, or everyone in {division}, or everyone at {grade} and above.

You can apply if you have been in your current role for {length of time} and you are not in a live {performance or disciplinary} process. {Say plainly whether part-time, fixed-term, agency and returning-from-leave colleagues are included}. Nothing else disqualifies you.

Tip. List the exceptions, or say there are none. An eligibility rule with a gap in it reads as a warning, and the people you most wanted to apply are the ones who read it that way.

03 About the role and where it sits

You would join {team} as {Job Title}, reporting to {manager's name and role} and working alongside {who}. The team is {number} people and sits inside {department}.

This role is open because {the real reason: {name} moved to {role}, the team grew after {the change}, or the work exists now and nobody owns it}. It is {a new role, a replacement, fixed term for {length}, or a {length} secondment}.

Tip. Internal readers already know the team, so vague wording lands worse here than in an external ad. Name the manager, and say plainly whether this is a new role, a backfill or a secondment.

04 What you would do

A normal week looks like this:

- {Verb} {the task that fills most of the week}, working with {which team}.
- {Verb} {the second biggest task}.
- {Verb} {the part of the job that is new, or that nobody currently owns}.
- {Verb} {the part that is genuinely different from the job you are doing now}.

{Roughly how much of this you would recognise from {the closest current role}}. The rest is new, and {who} would show you it in your first {period}.

Tip. That closing line is the one internal applicants read twice. Say which part of the job they have already done and which part they have not, because they will find out either way.

05 What you already need

You need:

- {The qualification, licence, clearance or system access the job cannot run without}.
- {The experience inside {Company} that counts: the process you have run, the system you use daily, the sites or customers you know}.
- {The habit that actually predicts success here, written as a behaviour rather than an adjective}.

We will train: {the things you do not need on day one, listed and labelled as exactly that, with who teaches them and roughly when}. If you have most of this and not all of it, apply anyway and say in your application what you would need.

Tip. Internal hiring exists to move people into work they have not done yet. If your essentials list only describes somebody already doing the job, you have written an external ad by accident.

06 Grade, pay and terms

{Grade or band}, {pay range} {an hour or a year}. If you already sit inside that range, {the point you would move to and how it is decided}.

What changes: {hours, shift pattern, on-call, overtime eligibility, bonus scheme, allowances, notice period}. What stays: {continuous service, holiday entitlement, pension, length of service benefits}.

Tip. Publish the range. Colleagues can usually find out anyway, and a posting that hides the number reads as a posting that expects to underpay whoever takes it.

07 Location, hours and start date

{Where the work happens}. {On site at {site}, hybrid with {number} days in, or remote within {region}}. {Whether that is different from where you work now}.

{Hours} a week, {shift pattern or core hours}. {Start date}, or as soon as a {handover length} handover is done. The handover is agreed between {your manager} and {the hiring manager}, not left to you to negotiate.

Tip. Name the handover length and say who agrees it. The most common way an internal move goes wrong is that nobody wrote down when the person actually leaves the old job.

08 How to apply internally

{Apply at {internal link}, or send {what you send} to {name} at {email}} by {closing date, with the time and the time zone}. {What you need to send, and what you explicitly do not: no CV needed, or a short note instead of a covering letter}.

{Whether you tell your manager first, or whether we do, and at which stage. Write the actual rule rather than the word confidential}. Questions about the role before you apply go to {name}, and asking is not part of the assessment.

Tip. One route and one deadline. Two application routes on an internal posting produce two shortlists and one grievance.

09 What happens after you apply

What happens next: {a {length} conversation with {name}}, then {a {length} interview or task with {who}}, then {a decision by {date}}.

Everyone who applies gets a decision and a reason from {name} within {timeframe} of the last interview. If you are not selected, {what you get: the feedback conversation, the development that was offered, who owns the follow-up}. Applying does not change anything about your current role.

If we do not fill this internally by {closing date}, we will advertise it externally. Internal applicants already in the process stay in it.

Tip. Those last two sentences are the whole trust question. When people believe applying is safe and that a no comes with a real conversation, you get applications from the colleagues who were not going to bother.

10 Fair consideration line

{Company} considers every internal applicant on what they can do. We will make any adjustment you need at any stage, and we will not tell your team what you asked for. Tell {name} what would help when you apply, or at any point after.

Tip. Internal applicants skip the adjustments box more often than external ones, because they assume the people reading it already know them. Say who sees the request and who does not.

Two filled samples

One is a step up from the floor. The other is a sideways move into a different function, where the training is the offer. Take the closer one, change what is not true, and delete anything you would not say to the person's face.

Shift Supervisor

The step up from the floor, where half your best applicants already work the shift.

INTERNAL VACANCY: Shift Supervisor, {Site}, {Location}. {Grade}, {pay range}. Open to internal applicants until {closing date}.

Open to everyone at {Site} who has been in their current role for {six months} and is not in a live performance or disciplinary process. Part-time and fixed-term colleagues are included. If you have been back from {parental or long-term leave} for less than that, you are eligible too.

You would run a shift of {number} people, reporting to {name}, {shift manager}. This role is open because {name} moved to {role} in {month}, so it is a straight replacement on the existing rota rather than a new layer above anyone.

A normal shift: brief the team and set the plan for the hours, move people between {areas} as the work moves, sign off {the checks and the paperwork}, take the first line of anything that goes wrong, and hand over to the next supervisor with the picture written down. {Most} of that is work you have watched happen every day. The part that is new is the people half: rota changes, return to work conversations, and being the person who says no.

You need {number} months on {the operation}, a clean record on {the safety checks}, and the willingness to give an instruction to somebody who was on your shift last week. We will train the rest: the supervisor system access, the {absence and return to work} process, and {the licence} if you do not already hold it. Nobody arrives in this job knowing all of it.

{Grade}, {pay range}, plus {shift premium} on nights. If you already sit inside that range you move to {the point that reflects the supervisor duties}, not to the bottom of it. Continuous service, holiday and pension carry over unchanged. What changes: you move to {the supervisor rota}, you become eligible for {the bonus scheme}, and your notice period goes to {length}.

{Site}, {shift pattern}, {hours} a week, rota out {four weeks} ahead. Start date {date}, or as soon as a {two week} handover is done. {Name} and {name} agree that handover between them, not you.

To apply, send a short note to {name} at {email} by {closing date, time and time zone}. No CV. Tell us about one shift that went wrong and what you would have done differently as the supervisor. We tell your manager once you reach the interview stage, and we tell you on the day we tell them.

What happens next: a {thirty minute} conversation with {name} in week {number}, then a {one hour} interview with {name} and {name}, then a decision by {date}. Everyone who applies gets a decision and a reason from {name} within {five working days} of the last interview, and if you are not selected {name} books the conversation about what to do next. Applying does not change anything about your current role. If we have not filled this internally by {closing date}, it goes out externally, and anyone already in the process stays in it.

Payroll Specialist

The sideways move into a different function, where the training is the offer.

**INTERNAL VACANCY: Payroll Specialist, {People team}, {Location}. {Grade}, {pay range}.
Open to internal applicants until {closing date}.**

Open to everyone at {Company}, from any team and any site, who has been in their current role for {twelve months} and is not in a live performance or disciplinary process. You do not need payroll experience. {We have filled roles in this team from {which other teams} before}.

You would join {the people team} as a payroll specialist, reporting to {name}, {payroll manager}, alongside {number} others. This is a new role. {Payroll} moved in house in {month} and the work now exists without an owner.

A normal month: run {the monthly payroll cycle} to a deadline that does not move, check {starters, leavers and contract changes} against what the system says, answer the questions colleagues send about their own pay, and close the month with {the reports finance needs}. The part nobody expects is how much of it is conversations. A payslip question is usually somebody worrying about their rent, and how fast you answer decides how this team is seen.

You need to be accurate under a fixed deadline, comfortable with {the spreadsheet and HR systems the team runs on}, and able to hold a confidence completely. Payroll experience is welcome and not required. If you have run {a rota, a stock count, a reconciliation or a case load}, you already have the habit this job is built on. We will train the rest: {the payroll system}, {the statutory deductions and the year-end process}, and {the qualification}, paid for and studied inside work hours.

{Grade}, {pay range} a year. If you already sit inside that range you move to {the point that reflects the payroll duties}, not to the bottom of it. Continuous service, holiday and pension carry over unchanged. What changes: {the hybrid pattern}, {the close week when leave is not approved}, and access to {the systems}, which needs {the check} completed before you start.

{Office}, hybrid with {number} days in, {hours} a week, with {the payroll week} on site. Start date {date}, or as soon as a {four week} handover is done, agreed between {your manager} and {name}.

Apply at {internal link} by {closing date, time and time zone}. No CV and no covering letter. There is one question: describe something you got right that nobody noticed, and what would have happened if you had got it wrong. Your manager is told once you reach the first interview, and you hear on the same day. Questions before you apply go to {name} at {email}, and asking is not part of the assessment.

What happens next: a {thirty minute} call with {name}, then a {ninety minute} session with {name} and {name} built around a real {payroll} problem from last {month}, then a decision by {date}.

Everyone who applies gets a decision and a reason from {name} within {five working days} of the last session, and if you are not selected {name} books a conversation about what would make the answer different next time. Applying does not change anything about your current role. If we have not filled this internally by {closing date}, it goes out externally, and anyone already in the process stays in it.