



Employee Guide to Applications for Position Changes

FIT makes every effort to promote from within. We strongly believe current employees are our best source of qualified candidates for open positions. The process for a current employee to apply for a position change is very simple but you should keep a few things in mind:

▶ Open positions will be posted on the internal HR job posting website (INSIDEFIT - <http://www3.fitnyc.edu/hr/JobPostings.htm>) for *five (5)* business days. Following that time period, the job will be posted to the public as well. Once interviewing begins, any qualified employees who applied for the position during the internal posting period will be interviewed *before* external applicants. This is a great advantage for you and therefore, if you are considering a position change, you should keep your eye on the internal postings page and be prepared to apply!

▶ Please read the qualifications for the position. You *must* meet the minimum qualifications to be considered for the position.

▶ You will need to submit an “Application for Position Change” form (available online here - http://www3.fitnyc.edu/hr/FORMS/Application_for_a_position_change_2008.doc) to the Human Resources office. Please be sure to provide your @ number as it will help us process your application quicker. It is also in your best interest to provide a *current* resume. (You may wish to review your resume to ensure it accurately reflects, and highlights, the skills and abilities the position will require. An HR representative will be happy to help with any resume questions you may have and can direct you to additional resume resources within the college.)

▶ If the position requires an educational degree, we must have an *official transcript*, or a copy of an original diploma, on file. In many cases your personnel file may contain this information already, but if not, you will need to contact your educational institution to order them. The time required to obtain this information could delay your application. If you do not know whether your transcript information is on file and you are considering a position change that will require a degree, please contact the Human Resources office to make an appointment to review your personnel file.

▶ The position may require testing on a variety of skills such as customer service aptitude or Microsoft Word/Excel. Please be aware that if you do not have such testing results on file, or the testing you have on file is more than five years old, you will be required to make an appointment to come to the Human Resources office for testing. An HR representative will contact you if testing is needed for your application.

Please contact us if you need any other assistance!

Office of Human Resources

236 West 27th Street, 11th Floor / 914-217-3650