**Template 1: Internal Job Posting Template​**

**Job Title and Department:**

* [Job Title]
* [Department]

**Job Summary and Responsibilities:**

* [Brief summary of the role and its key responsibilities]

**Qualifications and Experience:**

* [Required qualifications, skills, and experience]
* [Preferred qualifications, if applicable]

**Internal Applicants Eligibility:**

* [Eligibility criteria for internal employees]
* [Any specific requirements or restrictions]

**Application Process:**

* [Process for internal employees to apply]
* [Required documents or forms]
* [Submission deadline and application submission details]

**Selection and Interview Process:**

* [Steps involved in the selection process]
* [Interviewers and their roles]

**Benefits and Opportunities:**

* [Benefits of the position, such as career advancement and development opportunities]
* [Emphasize the value of internal mobility and growth within the organization]

**Contact Information:**

* [Contact details of the person or department handling inquiries]