



MyHR Internal Job Board Training

Document Version

Date	Update By	Update Description
12/4/2018	Kristen Nagy	First draft
12/8/2018	Kristen Nagy	Final draft

Contents

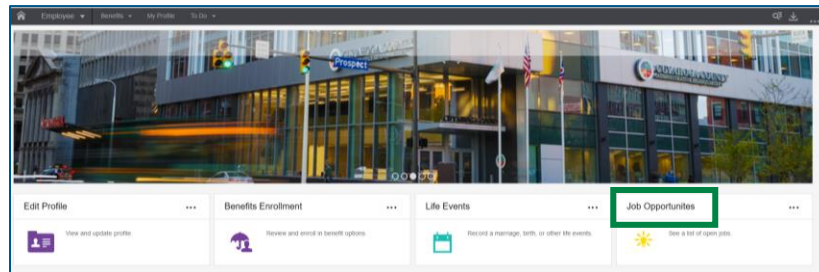
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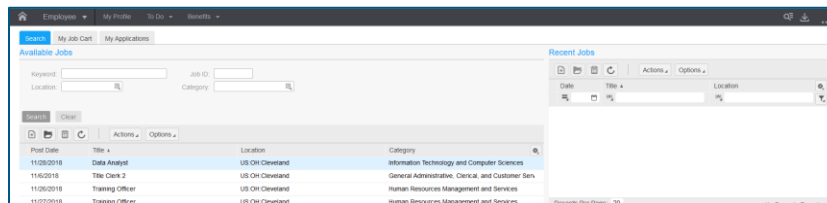
Using the Internal Job Board

To apply for a job using our Internal Job Board, follow the instructions below.

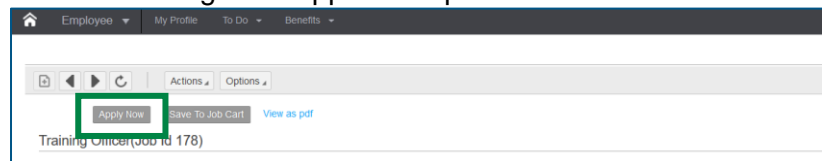
1. In the New MyHR, click **Job Opportunities**.



2. Select the position you would like to apply for.

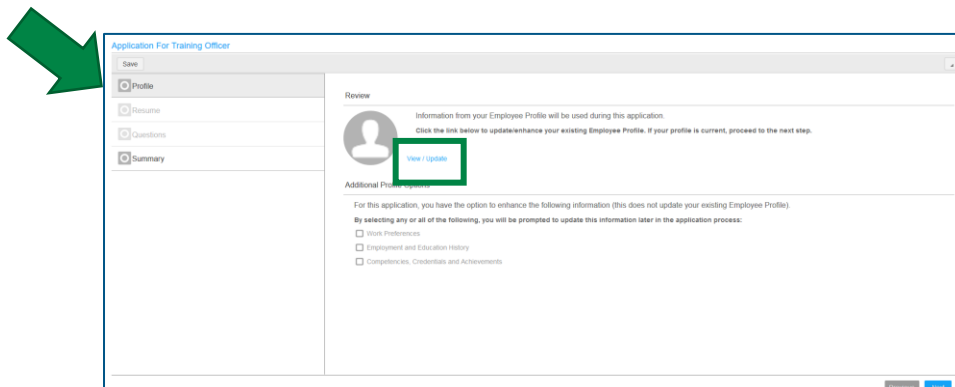


3. Click the **Apply Now** button to begin the application process.



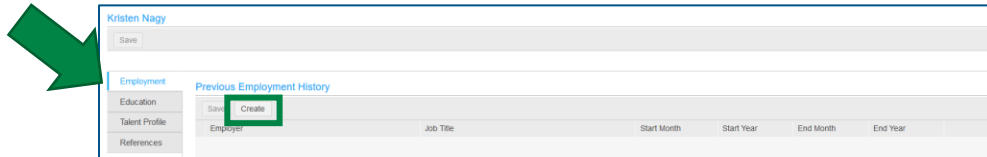
4. Complete and review the information on each tab on the left side of the Application screen.

- a. If this is your first time applying for a position in the new system, you will need to add your profile information. If you've applied in this system previously, your profile information has been saved, but should be reviewed to ensure information accurately demonstrates that you meet the qualifications for the position you are applying for.
- b. To add/edit your applicant profile, click the **View/Update** link in the center of the screen.





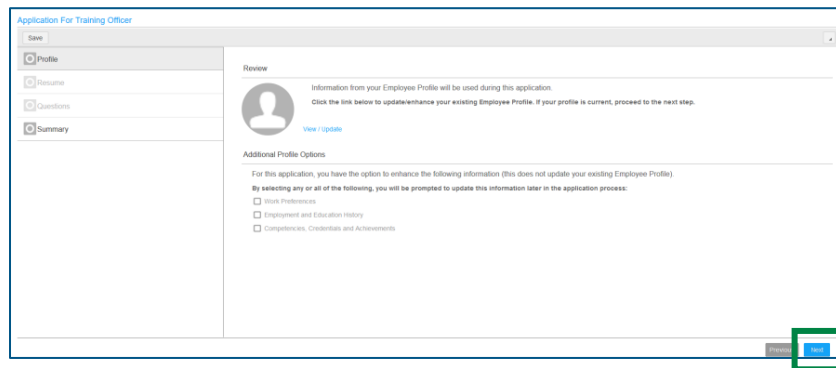
- c. If you click the **View/Update** link, you will be directed to your applicant profile.
 - i. Complete and review the information on each tab on the left side of your profile screen.
 - ii. Click the **Create** button to add new profile information.



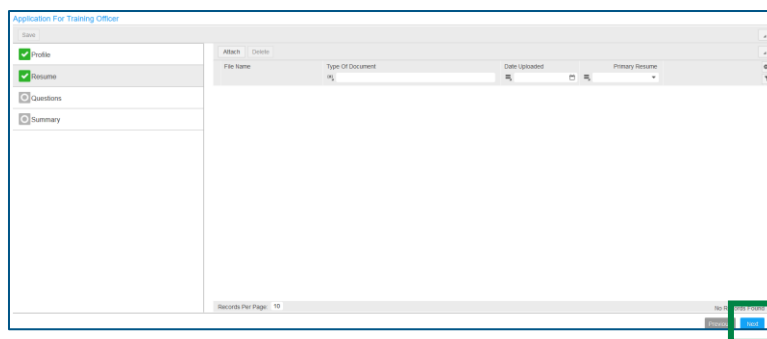
- 5. Once you have finished reviewing your applicant profile, click the back button on your internet browser to return to the application screen.



- 6. Click the **Next** button in the lower right corner of the screen to continue completing and reviewing each tab of the application.



- 7. On the Resume tab, upload your resume, then click the **Next** button.
 - a. Uploading your resume is optional and does not replace your profile information. Profile information is used to determine if position qualifications are met.



- 8. On the Questions tab, complete the questions, then click the **Next** button.



9. On the Summary tab, review your application, then click the **Submit Application** button to submit your job application.

Application For Training Officer

Save

<input checked="" type="checkbox"/> Profile	Preview Review And Submit To review and/or print your completed application, click here: Review Application Click Submit Application to submit this application <input type="button" value="Submit Application"/>
<input checked="" type="checkbox"/> Resume	
<input checked="" type="checkbox"/> Questions	
<input type="checkbox"/> Summary	

Note: Clicking the Submit Application button will submit your application. You will not be able to make changes after submitting.

Your application has been submitted!

The following action 'Submit Job Application Internal' completed successfully

Application Submitted

Save

<input checked="" type="checkbox"/> Profile	Summary Thank you for submitting your application. You may monitor the status of your application via My Applications. My Applications Search Jobs
<input checked="" type="checkbox"/> Resume	
<input checked="" type="checkbox"/> Questions	
<input checked="" type="checkbox"/> Summary	

You can review your application status at any time by logging into your applicant profile and clicking the **My Applications** tab.

Employee | My Profile | To Do | Benefits

Search | My Job Cart | **My Applications**

My Applications

Application Date	Posting Position	Location	Status
12/7/2018	Training Officer	US:OH:Cleveland	Not Being Considered
11/29/2018	Training Officer	US:OH:Cleveland	Under Review