

Applying to Internal Postings

1. Click **Search Jobs** under the **Job Postings** section. Your internal/occasional postings will already be displayed once the page refreshes.

2. Click on the **Position** for the posting you wish to apply to.
3. Scroll to the bottom of the posting, answer any **Job Posting Related Questions**, upload your customized **Resume** and **Cover Letter** documents and click **Apply** to submit your application.

How Do I Know I Successfully Applied To A Posting?

You receive **3 confirmations** when you successfully apply to a job posting:

1. A pop up advising you of your successful application submission.
2. The posting appears in your **Job Application Log** under the **Job Postings** section.
3. An email confirmation with the details of the posting.

Sign up for Job Alerts

1. Click **Manage Job Alerts** from the **Job Postings** section.
2. Select the option to receive job alerts when your employer posts internal/occasional employee opportunities and the page will refresh when the selections are registered.

Manage Job Alerts

- I wish to be emailed when my employer posts internal job(s).
- I wish to be emailed when my employer posts occasional job(s).