INTERNAL JOB OPPORTUNITIES & NEW JOB ALERTS

This tip sheet explains how currently employees can search and apply for internal job opportunities, and how to set up job alerts for newly posted openings.

SEARCH FOR INTERNAL JOB OPPORTUNITIES

1. Log into UltiPro
2. Navigate to the internal job board (Menu > Myself > My Company > View Opportunities)
3. The internal job board shows all job opportunities available to current employees.
4. Find opportunities by typing in the search bar
5. Click the opportunity title to view the full job posting and apply
APPLY FOR INTERNAL JOB OPPORTUNITIES

1. Click the name of a position to apply for an opportunity
2. Review the posting and requirements
3. Click “Apply Now”

4. You’ll be prompted to complete an application, answer screening questions, and submit voluntary EEOC information
5. Complete the application and click Submit

SET UP JOB ALERTS

1. From the job board, click the green Activate Job Alerts button
2. Set your desired alert frequency (daily or weekly), then click Create.

3. You will receive a notification to the email address in your UltiPro account every time GESMN posts a job with that search term in the posting.

4. Manage your alert subscriptions from the job board by clicking your name, then Subscriptions.