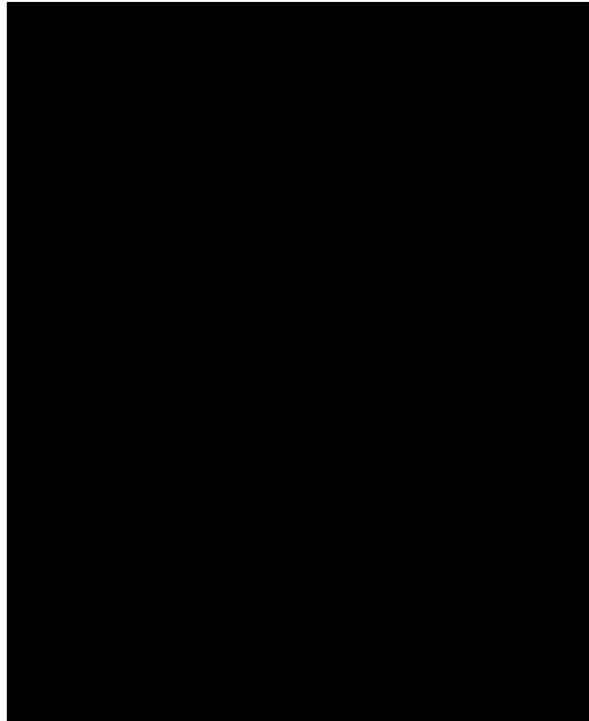





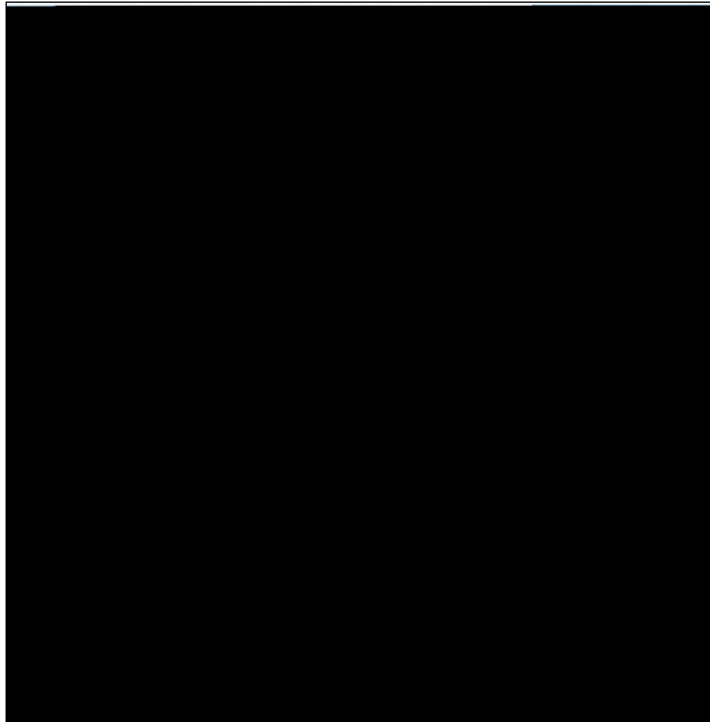
Search for Jobs

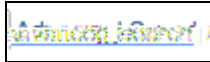
Procedure

Employees of Case Western Reserve University can use these directions to search for internal job postings in the HCM system.



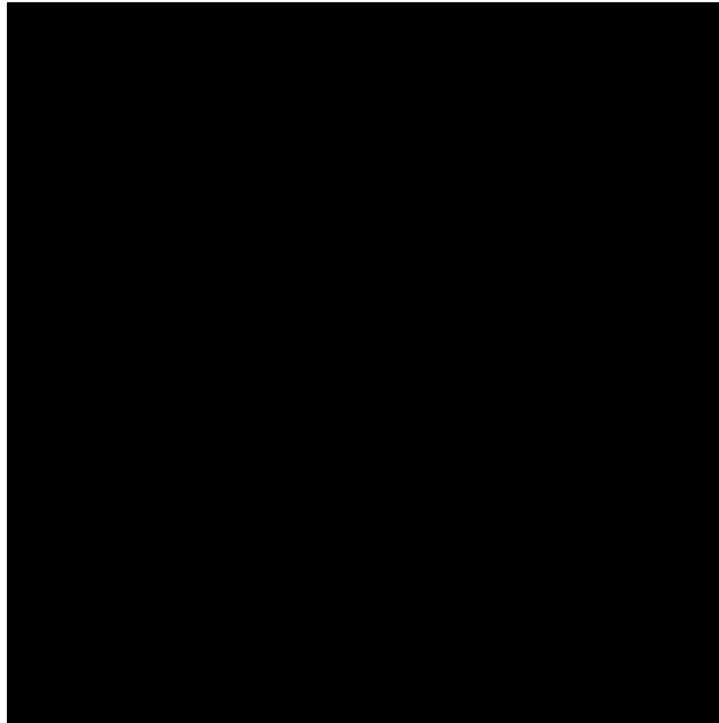
Step	Action
1.	From the HCM main menu, click the Self Service link. 
2.	Click the Recruiting Activities link. 
3.	Click the Careers link. 

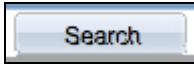

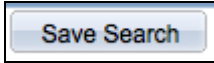


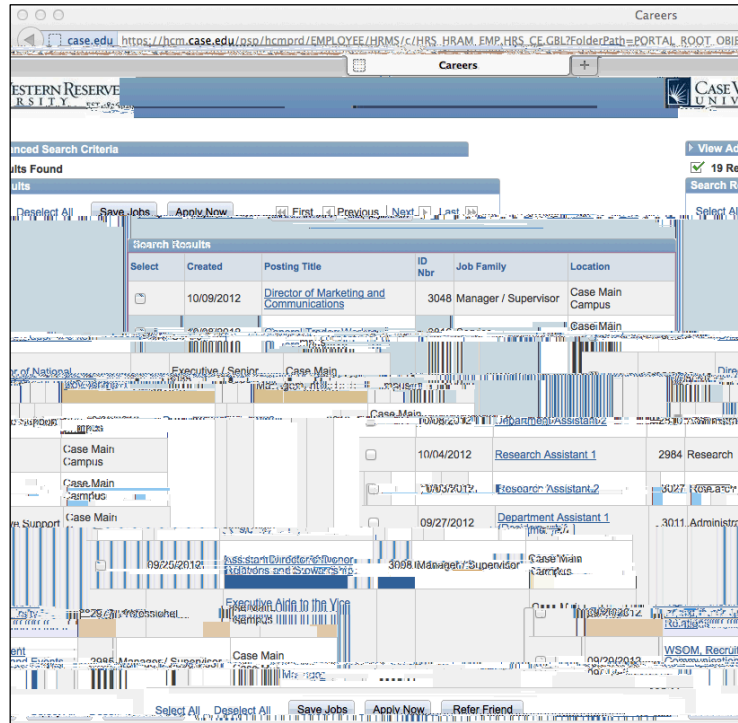
Step	Action
4.	<p>The Careers Home page appears. You can use the Advanced Search button to set multiple parameters when searching for open positions.</p> 

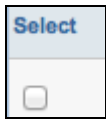

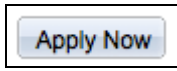


Step	Action
5.	<p>From the Advanced Job Search page you can make the following selections:</p> <ul style="list-style-type: none"> - Enter Keywords - Select Locations - Select Job Families - Full/Part Time - Regular/Temporary - Desired Pay - Currency - Job Opening ID - Recruiter - Hiring Manager - Find Jobs Posted Within (a specific time frame) - Display Results Sorted. <p>Either enter text in the field provided or select an entry from the drop down list.</p>

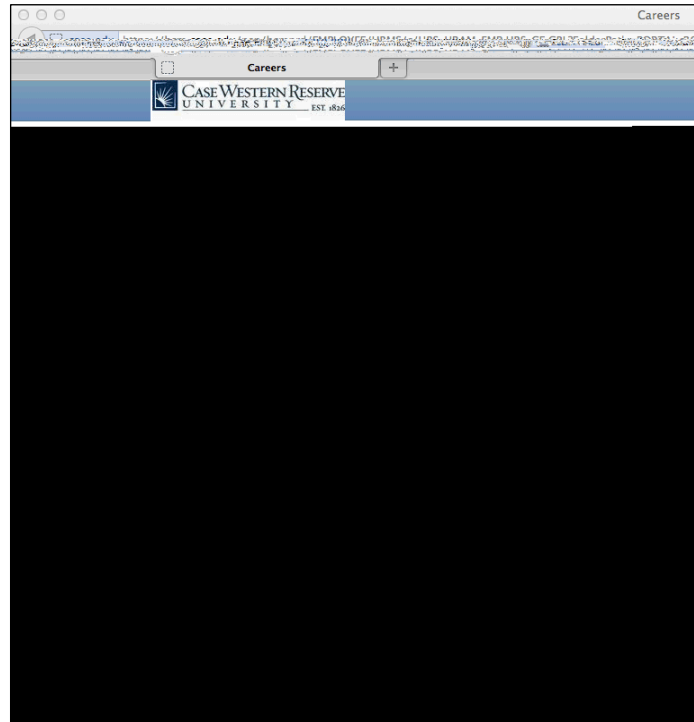


Step	Action
6.	<p>Click the Search button.</p>  <p>You can use the Clear button to clear the information you entered and start again.</p>  <p>Click the Save Search button to retain your search parameters for future use.</p> 



Step	Action
7.	Once your search results appear, you can click the check box (under the Select column) to select a specific job. 
8.	You can use the Save Jobs button to retain the job posting and apply at a later time. 
9.	You can use the Apply Now button to begin the application process. 

Step	Action
10.	Click on the link under the Posting Title column to view the



Step	Action
11.	<p>The Job Description page appears. From this screen, you can view descriptive information concerning the position including the Position Objective and Essential Functions.</p> <div data-bbox="375 1409 678 1472" style="border: 1px solid black; padding: 5px; display: inline-block;"> <p>Job Description</p> </div>

Step	Action
12.	The following buttons are available from the Job Description page: <ul style="list-style-type: none">- Email to Friend- Save Job- Apply Now- Refer Friend.
13.	Please remember to use the