

Careers – All Employees



The purpose of this guide is to provide navigation tips and tricks for the NEW Careers Page used to access and apply to internal job postings.

**Applicable For:**

- Hourly/Non-Exempt & Exempt
- On-Network Single Sign-On
- Individual Workstation



**Tip:** You can also add 'Careers' to your Home Favorite Links.

1

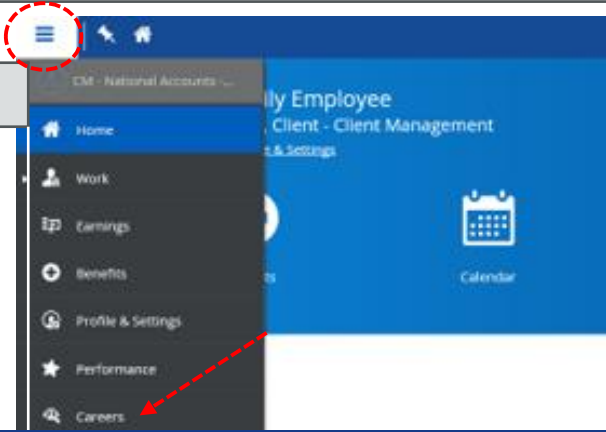
**Log-in to your Employee Profile in MyHR**

- First, log in your employee profile

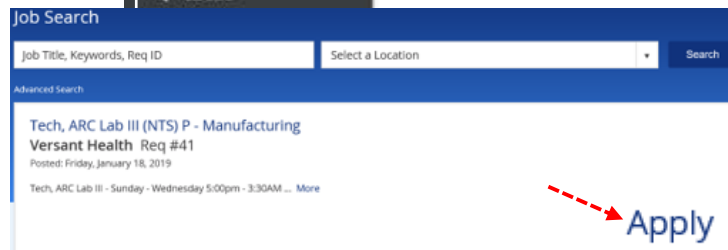
2

**Navigate to Careers**

- From the Home screen, click on Navigation
- Select 'Careers' from the drop-down menu
- Search for openings by Title or Location
- Click 'More' to view full job posting and job description



- Click 'Apply' to quickly populate your application with your current employment data and personal information

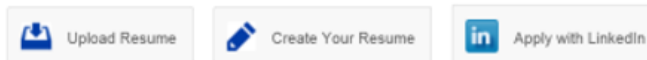


**Tip:** Using Careers flags you as an internal candidate

3

**Apply for Open Job Postings**

- Easily apply by uploading a resume, create a resume using the fields supplied on the application form, or use LinkedIn



- If **Upload Resume** was selected, the application includes a section where candidates upload a file to the application, or cut and paste their resume to a field
- If **Create Your Resume** was selected, the application excludes the **Resume Upload** section and instead includes the section(s) for a self-guided application.
- If **Apply with LinkedIn** was selected, Recruiting opens a separate LinkedIn login window. Candidates can give permission for Recruiting to parse education and employment history from their LinkedIn profile.



For additional help and support, contact your local Dayforce expert.