HCM Internal Applicants

Maricopa encourages employees to utilize their HCM Employee Self Service page to apply for jobs as opposed to using the external Careers webpage. The advantage is that as an "Internal Applicant," your application process will be much shorter as you will not have to fill/enter your personal information, such as address, because the HCM system has all those details.

This quick reference guide will provide you the steps on how to access the Internal Applicant careers page as well as other activities and functions that you can perform in your applicant profile.

Access Careers Page

- 1. Login to HCM with your MEID and password.
- 2. Click NavBar > Navigator > Self Service > Recruiting > Careers
- The Internal Jobs careers page displays.



View Job Openings

1. Click the View All Jobs tab.

Search Jobs	
Search by job title, location, or keyword	»
Welcome Francis	
View All Jobs	:
My Job Notifications	:
My Job Applications	:
★ My Favorite Jobs	:
Q My Saved Searches	:
My Contact Information	

• The Job Postings page displays.

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Facilities (4)	Posted Date: UN132020			
Technology Services (4)	Close Date Open Until Riled			
Nore	U Behavioral Sciences & Human Services (Adjunct)			
▼ Job Family	Job ID 30200			
	Location Districtwide			
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No Value (12)	Basiness Unit, Datiot Web			
Staff - Academic Attains (9)	Ported Date 10132220			
Stat - information Tech (8)	Close Date Open Unit Filed			
Nore				
	Business, Entreoreneurialism & Management (Adjunct)			

2. To filter Job Postings by category, such as Location or Job Family, click on the corresponding links on the left menu.

Location	Search Jobs
	Search by job title, location, or keyw
Rio Salado Community College (56)	Cleve Scouth
	Capar Search
District Support Services Cntr (28)	173 jobs found.
SateWay Community College (19)	Apply for Job
Districtivide (18)	Apply for odd
More	Art
Department	
No Value (20)	
Facilities (10)	
Community Development (9)	
hysical Sciences (8)	
More	Counselor
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Staff - Student Affairs (19)	
No Value (18)	
Staff - Information Tech (15)	
More	
11 B. (11)	 Program Manager (Commun
Job Posted In	

• This will filter the jobs based on the option you choose.

View and Apply for a Job

1. To view a job posting, to the right of the job post, click the View Job Description button.

Search Jobs		
Search by job title, location, or keyword	»	
Clear Search	Save Search	
District Support Services Critr (2)		
28 jobs found		
Apply for Job		
Job Family	/	
Business Unit	District Office	L
Posted Date	05/19/2020	۰.
Close Date	Open Until Filled	
Technology Support Technician		
Job ID	314233	
Location	District Support Services Ontr	_
Department	Customer Care	1
Job Family		
Business Unit	District Office	
Posted Date	05/04/2020	
Close Date	Open Unlil Filled	

2. The Job Post displays. Be sure to scroll down to view the entire job post.



3. To apply for the job, in the upper-right corner, click the Apply for Job button.

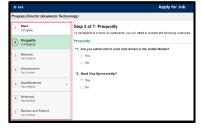


4. Before you can proceed, you must click the checkbox where you agree to the Terms & Conditions.



5. Click Next in the upper-right corner.

- 6. Be sure to answer each question in the application process, and you must click the Next button to proceed to the next section.
- Your progress in the application process will display in the left-hand column.
- You will reach the Submit button once you have completed all sections.



Resume & Other Attachments

When applying for a job, a resume is required and you will not be able to proceed until one is attached.

Additionally, some jobs may require a Cover Letter, Transcripts, and or other documentation.

When applying, keep in mind the following when attaching your items:

In the Resume section, this is where you will attach your Resume and/or Cover Letter.



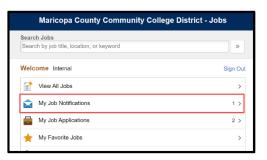
For other attachments such as Transcripts, use the Attachments section.

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Technology Support Tech	ni dan
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Attachments In Popular	

View & Accept Job Offer

To view and accept a Job Offer, follow the instructions below.

- 1. Follow the steps in the "Access Careers Page" section on page 1 to access your applicant profile.
- 2. Click My Job Notifications.



• Your My Job Notifications page displays.

* •				My Job Notifications					ŵ	۹	۲	=	۲
My a	ob Offers												
	Job Title	Jeb ID	Status	Location		Offer Do	de .	Expiration	Date				
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12													
	Subject				Status		Date Receives						
0	You have a just offer: Counselor	UKO 10 31	O (1)		Nov		00003656-00	1PM					>

3. Click either the Job Offer row, or the row under My Notifications (both take you to the same screen).



• The Job Offer page displays with specific instructions to follow. Be sure to read them.

C My Job Notifications	Job Offer	Â	Q	۲	=	۲
	We'd like to hire you for the following position:					
Jah Titla Counselo	Offer Date 67/07/2028					i.
Jeb ID 314307	Expiration Date (8/17/2320					
Here's what you need to do:						-
+ Step 1: Review Offer						
Type	Detxils					11
Document	Offer Letter					
+ Step 2: Accept/Reject Offer						1
Comments						
C I acknowledge that I have reviewed an	nd understand the job offer details for the position listed.					
Accept Reject						
+ Stop 3: Return Documents						. 1
You have not related any documents						

4. To view the Job Offer letter, in the Step 1: Review Offer section, click the Offer Letter link.

✓ Step 1: Review Offer	
Туре	Details
Document	Offer Letter

- A new tab will open displaying your Offer Letter. Once finished reviewing, close the tab to return to the Job Offer screen.
- In Step 2: Accept/Reject Offer section, enter your response to the Job Offer, click the checkbox to check that you acknowledge & understand the Job Offer, then choose Accept or Reject.

Comments I have accepted my job offer. Thank you!	
I acknowledge that I have reviewed and understand the job offer details for the position listed.	

- 6. Click OK in the message window box to confirm.
- If your Job Offer has instructed you to return documentation, click the Add Document button in Step 3: Return Documents section. Follow the prompts to attach. Otherwise, skip this step.



• Congratulations! You have accepted your Job Offer!



8. When finished, Sign Out.