

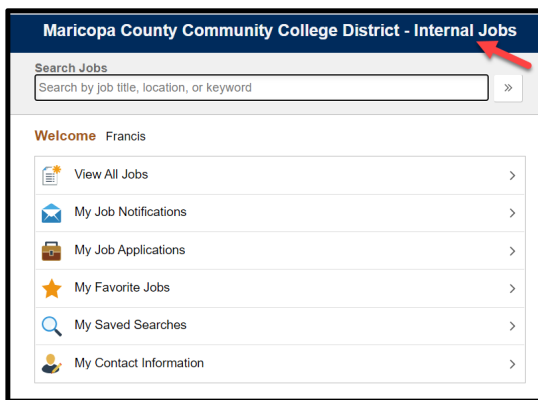
HCM Internal Applicants

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.

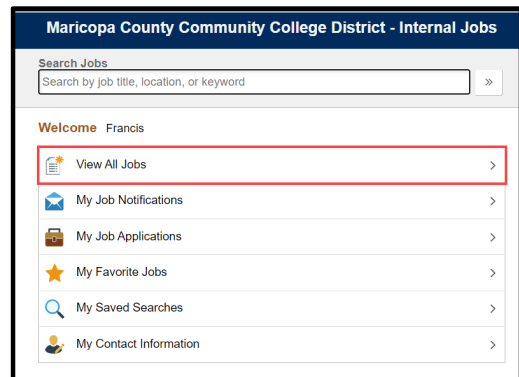
Access Careers Page

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

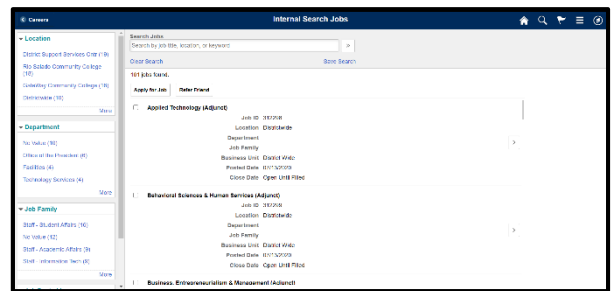


View Job Openings

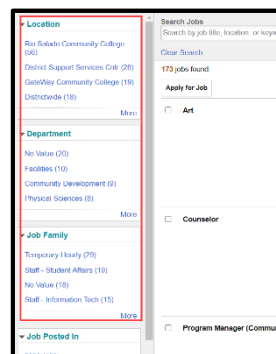
1. Click the View All Jobs tab.



- The Job Postings page displays.



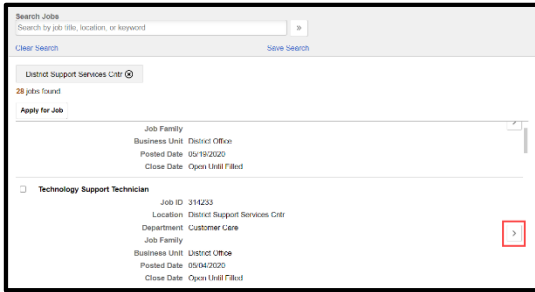
2. To filter Job Postings by category, such as Location or Job Family, click on the corresponding links on the left menu.



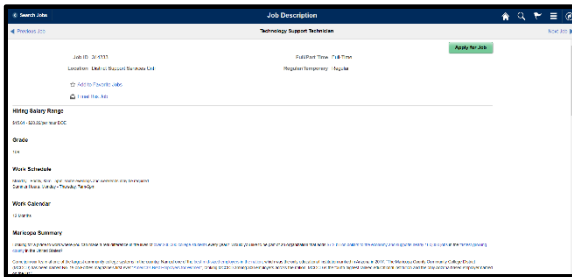
- This will filter the jobs based on the option you choose.

View and Apply for a Job

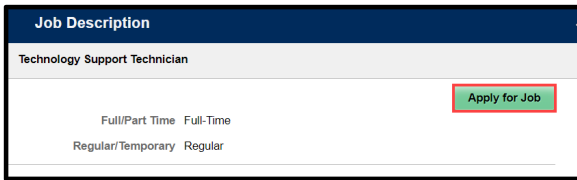
1. To view a job posting, to the right of the job post, click the View Job Description button.



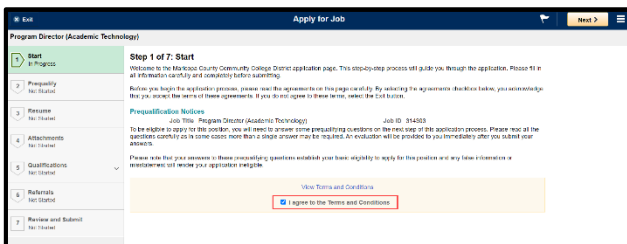
2. The Job Post displays. Be sure to scroll down to view the entire job post.



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

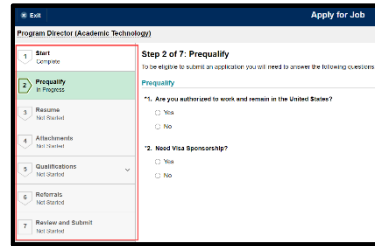


4. Before you can proceed, you must click the checkbox where you agree to the Terms & Conditions.



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.



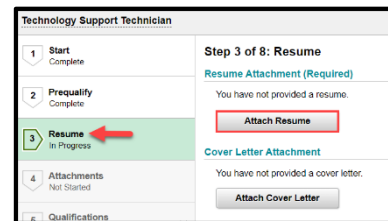
Resume & Other Attachments

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

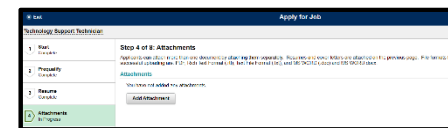
Additionally, some jobs may require a Cover Letter, Transcripts, and or other documentation.

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.



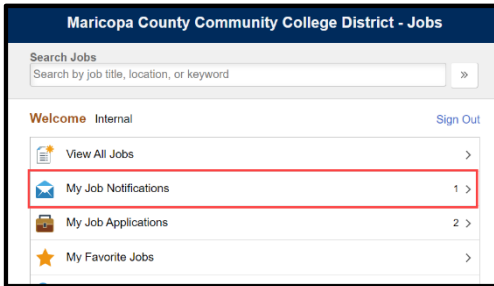
For other attachments such as Transcripts, use the Attachments section.



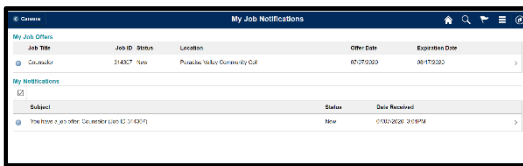
View & Accept Job Offer

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

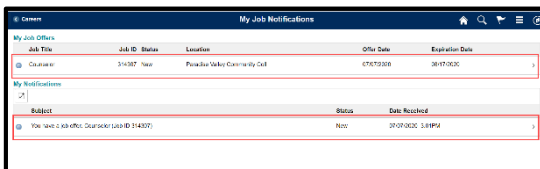
1. Follow the steps in the "Access Careers Page" section on page 1 to access your applicant profile.
2. Click My Job Notifications.



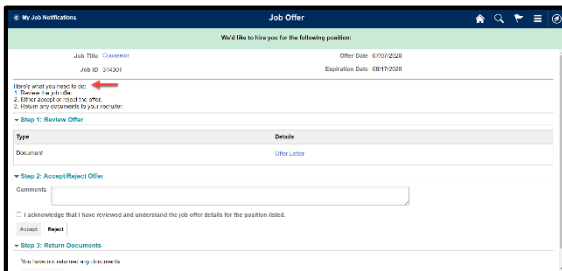
- Your My Job Notifications page displays.



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.



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

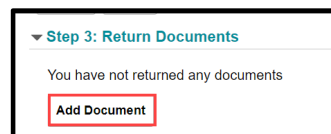


- A new tab will open displaying your Offer Letter. Once finished reviewing, close the tab to return to the Job Offer screen.
5. In Step 2: Accept/Reject Offer section, enter your response to the Job Offer, click the checkbox to check that you acknowledge & understand the Job Offer, then choose Accept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

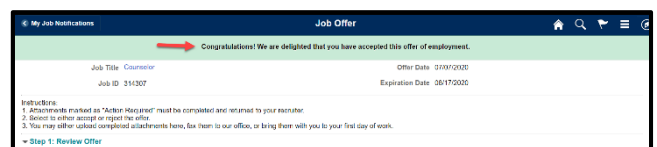


6. Click OK in the message window box to confirm.

7. 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.