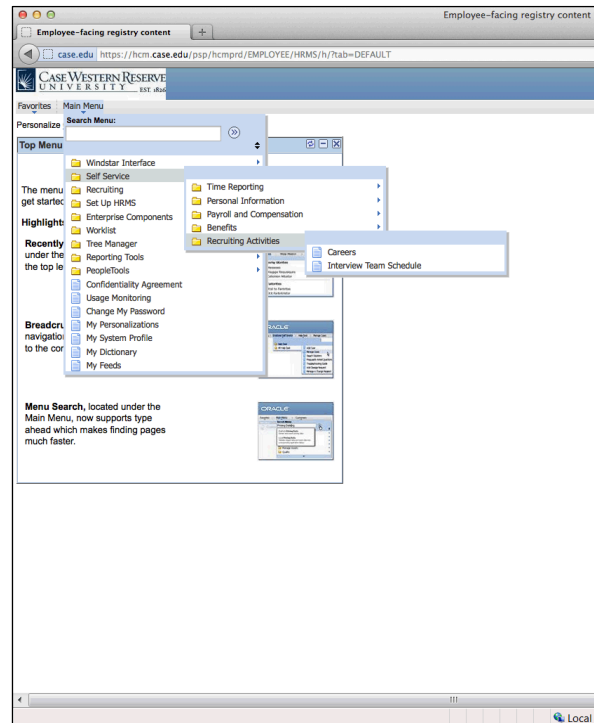

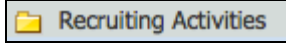
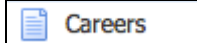


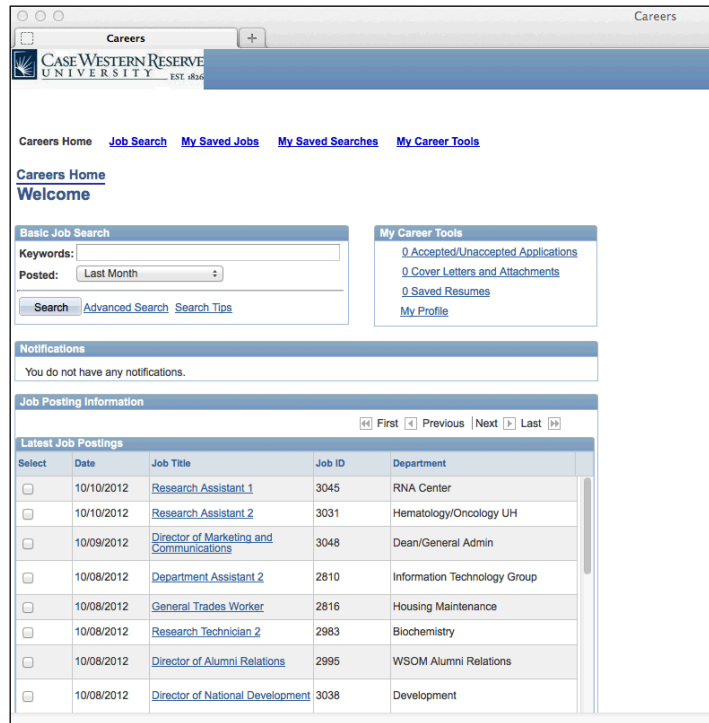
## Search for Jobs

### Procedure

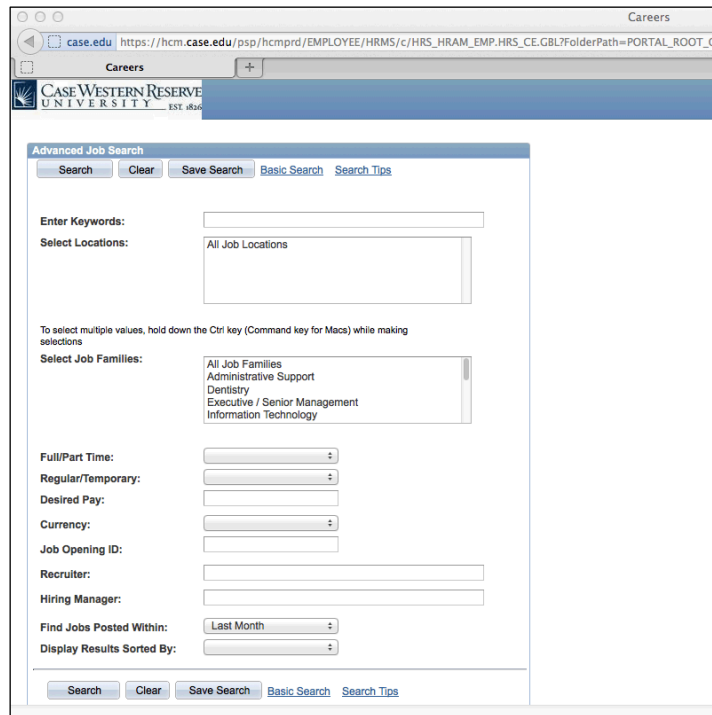
Employees of Case Western Reserve University can use these directions to search for internal job postings in the HCM system.



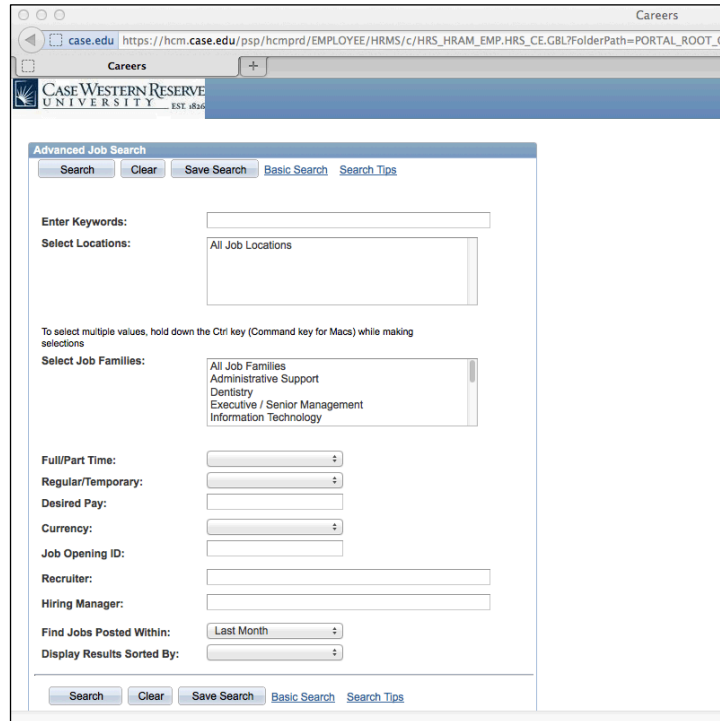
Step	Action
1.	From the HCM main menu, click the <b>Self Service</b> link. 
2.	Click the <b>Recruiting Activities</b> link. 
3.	Click the <b>Careers</b> link. 



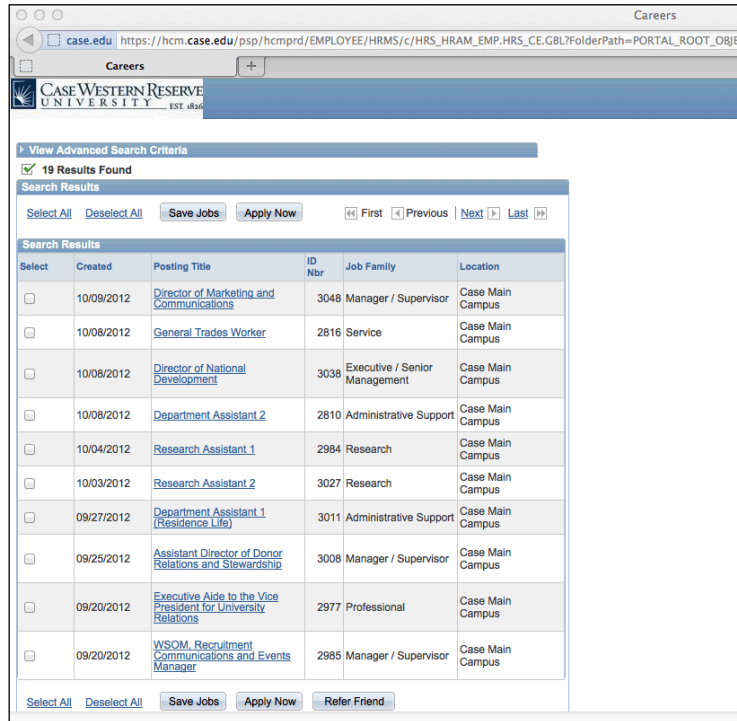
Step	Action
4.	<p>The <b>Careers Home</b> page appears. You can use the <b>Advanced Search</b> button to set multiple parameters when searching for open positions.</p> <p><a href="#">Advanced Search</a></p>

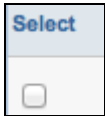
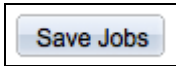
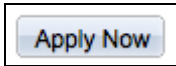


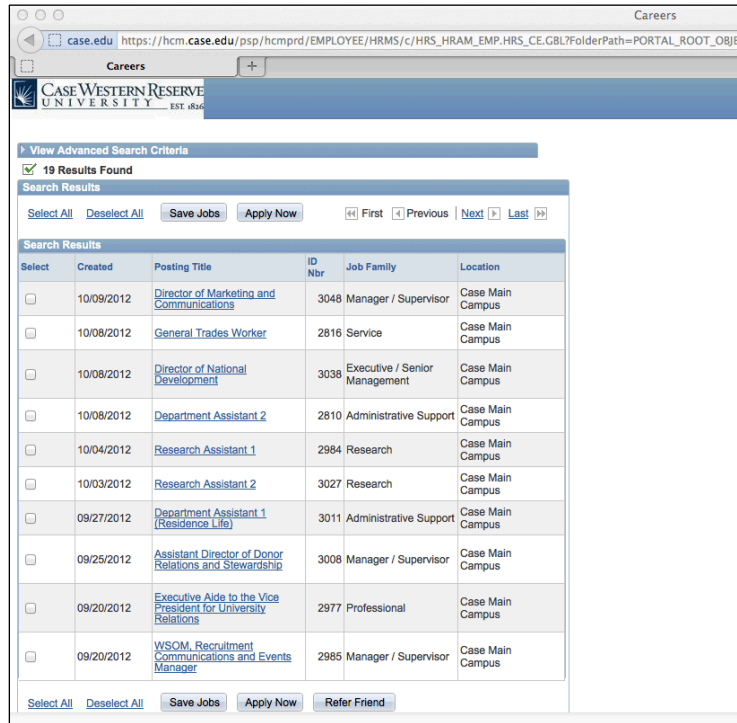
Step	Action
5.	<p>From the <b>Advanced Job Search</b> page you can make the following selections:</p> <ul style="list-style-type: none"> <li>- <b>Enter Keywords</b></li> <li>- <b>Select Locations</b></li> <li>- <b>Select Job Families</b></li> <li>- <b>Full/Part Time</b></li> <li>- <b>Regular/Temporary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



Step	Action
6.	<p>Click the <b>Search</b> button.</p> <div data-bbox="371 1272 563 1335" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">Search</p> </div> <p>You can use the <b>Clear</b> button to clear the information you entered and start again.</p> <div data-bbox="371 1509 493 1572" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">Clear</p> </div> <p>Click the <b>Save Search</b> button to retain your search parameters for future use.</p> <div data-bbox="371 1747 581 1810" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">Save Search</p> </div>

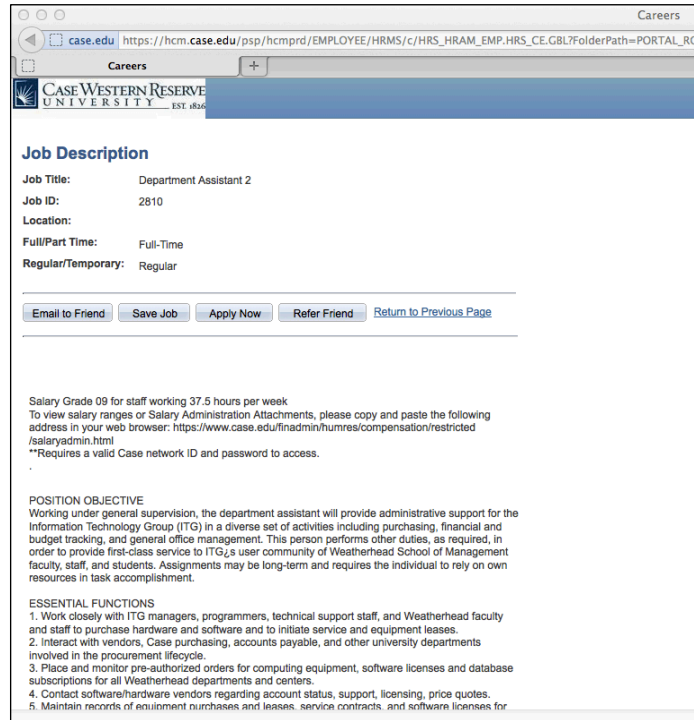


Step	Action
7.	Once your search results appear, you can click the check box (under the <b>Select</b> column) to select a specific job.  
8.	You can use the <b>Save Jobs</b> button to retain the job posting and apply at a later time.  
9.	You can use the <b>Apply Now</b> button to begin the application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

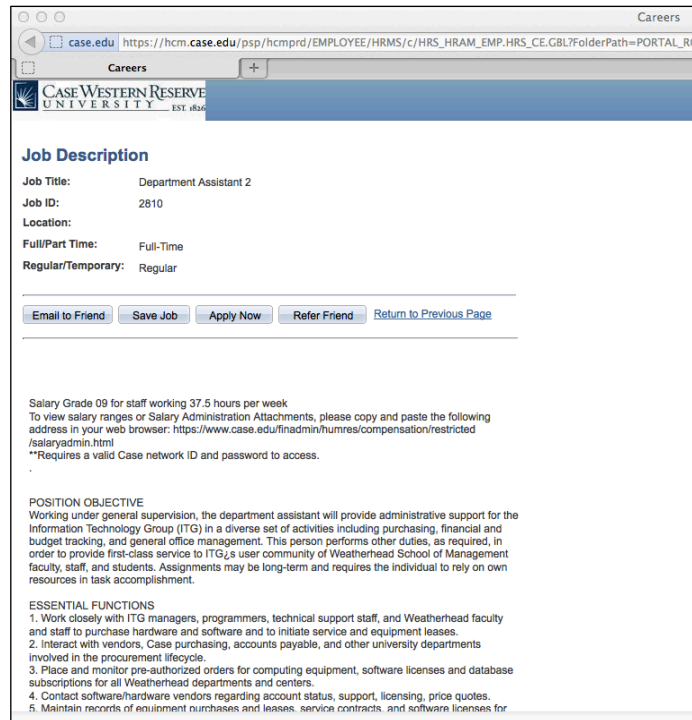


Step	Action
10.	Click on the link under the <b>Posting Title</b> column to view the associated job description.

**Posting Title**



Step	Action
11.	<p>The <b>Job Description</b> page appears. From this screen, you can view descriptive information concerning the position including the <b>Position Objective</b> and <b>Essential Functions</b>.</p> <div data-bbox="375 1409 678 1472" style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p><b>Job Description</b></p> </div>



Step	Action
12.	<p>The following buttons are available from the <b>Job Description</b> page:</p> <ul style="list-style-type: none"> <li>- <b>Email to Friend</b></li> <li>- <b>Save Job</b></li> <li>- <b>Apply Now</b></li> <li>- <b>Refer Friend.</b></li> </ul> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <span>Email to Friend</span> <span>Save Job</span> <span>Apply Now</span> <span>Refer Friend</span> </div>
13.	<p>Please remember to use the <b>Sign out</b> link when your session is finished.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <span>Sign out</span> </div>
14.	<b>End of Procedure.</b>