

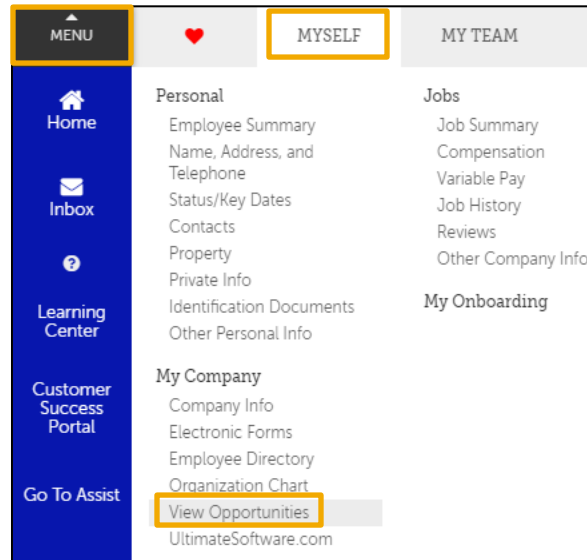
INTERNAL JOB OPPORTUNITIES & ALERTS

INTERNAL JOB OPPORTUNITIES & NEW JOB ALERTS

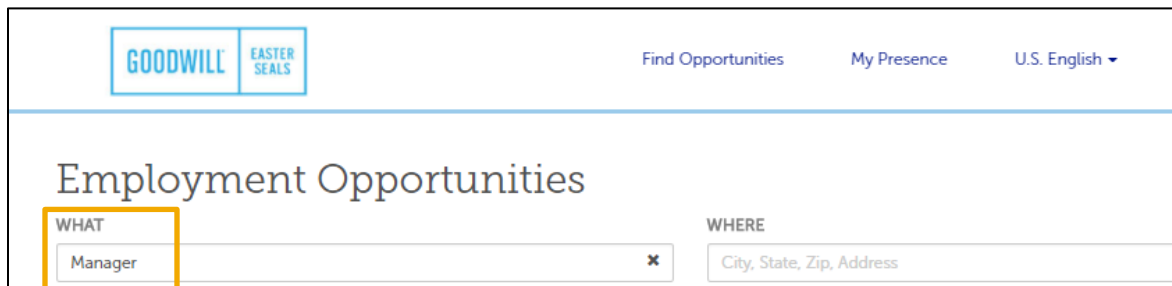
This tip sheet explains how currently employees can [search](#) and [apply](#) for internal job opportunities, and how to set up job alerts for newly posted openings.

SEARCH FOR INTERNAL JOB OPPORTUNITIES

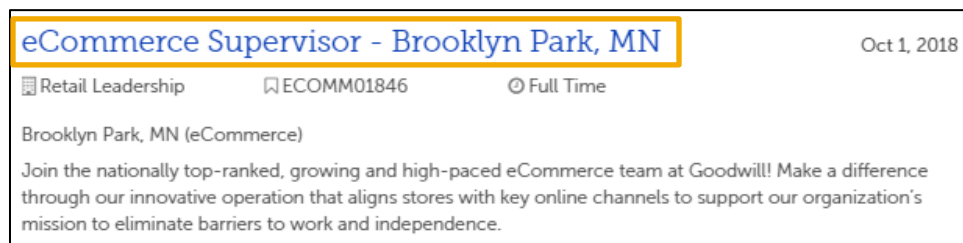
1. Log into UltiPro
2. Navigate to the internal job board (Menu > Myself > My Company > View Opportunities)



3. The internal job board shows all job opportunities available to current employees.
4. Find opportunities by typing in the search bar



5. Click the opportunity title to view the full job posting and apply



INTERNAL JOB OPPORTUNITIES & ALERTS

APPLY FOR INTERNAL JOB OPPORTUNITIES

1. Click the name of a position to apply for an opportunity
2. Review the posting and requirements
3. Click “Apply Now”

The screenshot shows a job listing for "eCommerce Supervisor - Brooklyn Park, MN". The title and the "Apply now" button are highlighted with a yellow box. The job details section is also highlighted with a yellow box. The details include the job title, location, and a description of the role and requirements.

eCommerce Supervisor - Brooklyn Park, MN Apply now

Retail Leadership | ECOMM01846

Posted: October 1, 2018
Full-Time
Brooklyn Park, MN (eCommerce)

Job Details

Description

To apply for an internal position, employees must meet the following eligibility criteria:

- Employee has worked in their current position for a minimum of six months,
- Employee has informed their direct supervisor they would be applying for this position,
- Employee is in good standing (no written warnings or unacceptable performance issues in the past six months),
- And, employee meets the minimum requirements for the position

By applying to this position, you are acknowledging that you meet these eligibility requirements.

Position Summary:

The eCommerce Supervisor is responsible for maximizing sales and revenue generated by the sale of donated goods via online marketplaces. This position oversees eCommerce operations to ensure appropriate product selection, the accurate presentation and listing of products for sale online, and the accurate packaging and shipment of product to our customers.

4. You’ll be prompted to complete an application, answer screening questions, and submit voluntary EEOC information
5. Complete the application and click Submit

SET UP JOB ALERTS

1. From the job board, click the green Activate Job Alerts button

The screenshot shows the "Employment Opportunities" page. The search filters "WHAT" (Manager) and "WHERE" (City, State, Zip, Address) are visible. A map of the United States is shown with a location pin. The "Activate job alerts for this search" button is highlighted with a yellow box.

GOODWILL **EASTER SEALS** Find Opportunities My Presence U.S. English Caitlin Tedson

Employment Opportunities

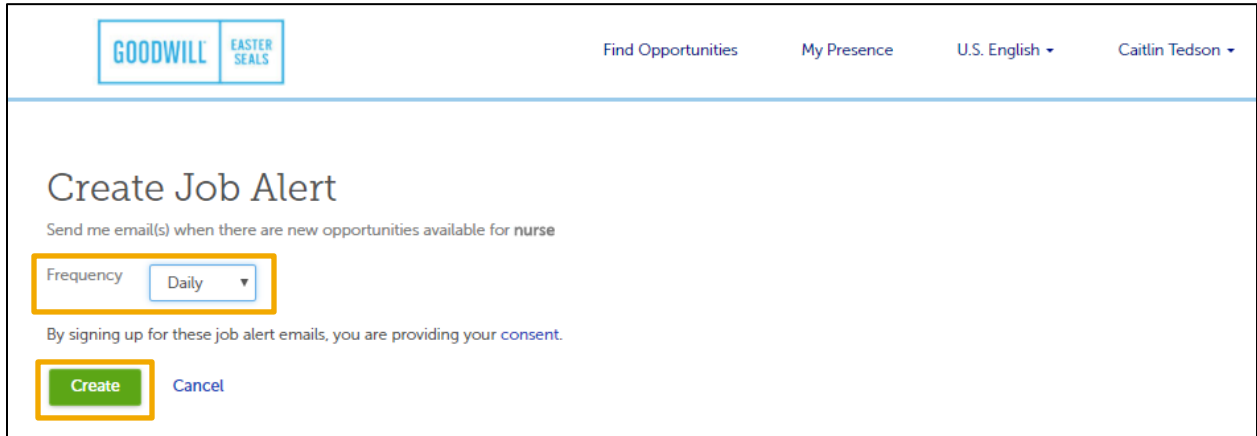
WHAT: Manager | WHERE: City, State, Zip, Address

Map showing location in the United States.

Company Location - Job Category - Schedule - Reset Activate job alerts for this search

INTERNAL JOB OPPORTUNITIES & ALERTS

- Set your desired alert frequency (daily or weekly), then click Create



- You will receive a notification to the email address in your UltiPro account every time GESMN posts a job with that search term in the posting.
- Manage your alert subscriptions from the job board by clicking your name, then Subscriptions.

