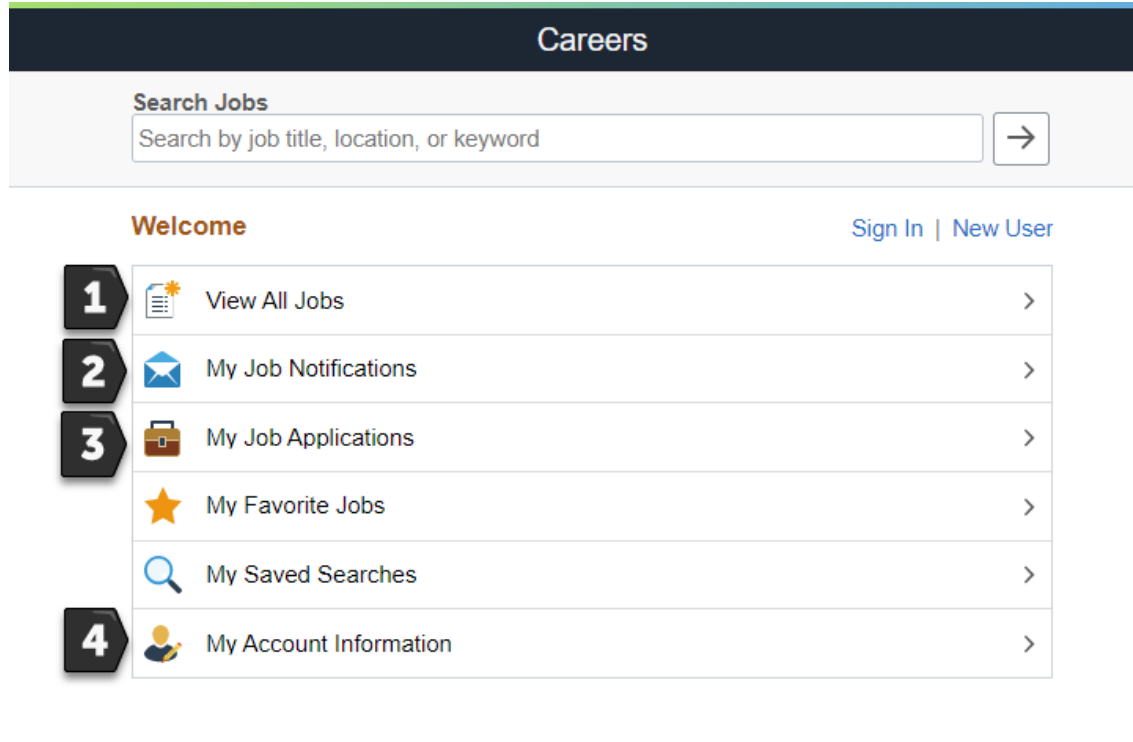


How to use your Careers Account

Applies to internal and external applicants

Use your applicant account to apply for jobs, accept job offers, review application history and update your personal information.



- 1. View All Jobs**
Select an employee group or type of job to quickly display positions of interest.
- 2. My Job Notifications**
Displays notifications of new job offers in the job offers section. Within the menu, click 'View Offer' to access your offer details.
- 3. My Job Applications**
Your history of job applications along with the status of each one.
- 4. My Account Information**
Keep your personal information up-to-date as this information is used during the recruiting process.