View Advertisements and Apply for a position

In this section viewing available job advertisements and applying for them are described.

There are two ways in which an individual can apply for a position

- Internally on the Signify System
- Externally via the External Recruitment Portal

View the List of Published Advertisements (Internal Applicant)

- On the Signify System locate and select the *Advertised Positions* option on the *My Quick Start* menu.
- If the *Advertised Positions* option is not immediately visible, select *Show more options* from the *My Quick Start* menu.
- If *Advertised Positions* is not available at all, contact your systems administrator

View the List of Published Advertisements (Internal Applicant)

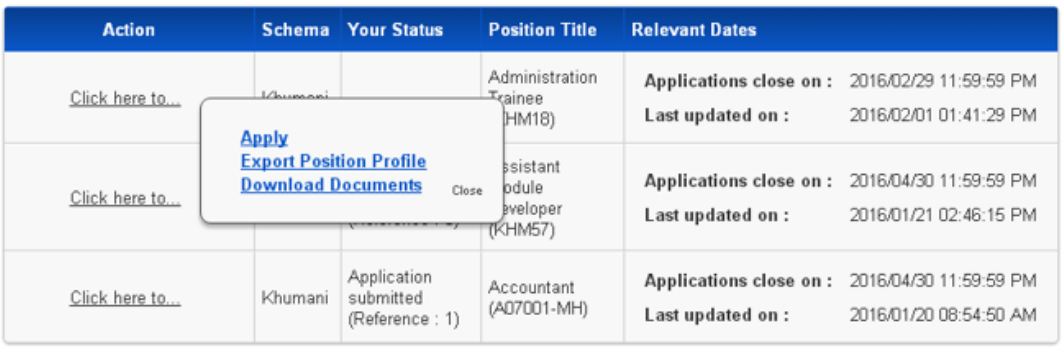
List of positions

- The list of positions currently open for applications will be displayed in the *Advertised Positions* window similar to the example below:

List of positions

Action Button

- The status column will display the status of the application as well as the reference number of the application.
- Once the Action button has been selected, the following options are displayed:



Apply

- Selecting *Apply* will open the *Apply for a Position* page, as shown below:
- Complete the form according to the specified position, indicating the reason for application and including additional comments as required/preferred

Apply

View Job Profile

- Selecting *View Job Profile* will open the *Export Position Profile* page as shown below:

View Job Profile

Download Documents

- Selecting *Documents* will open the *Documents* page that will display documentation relating to the position that the applicant is applying for.
- In order to download the file, select the icon from the D*ownload File* column.

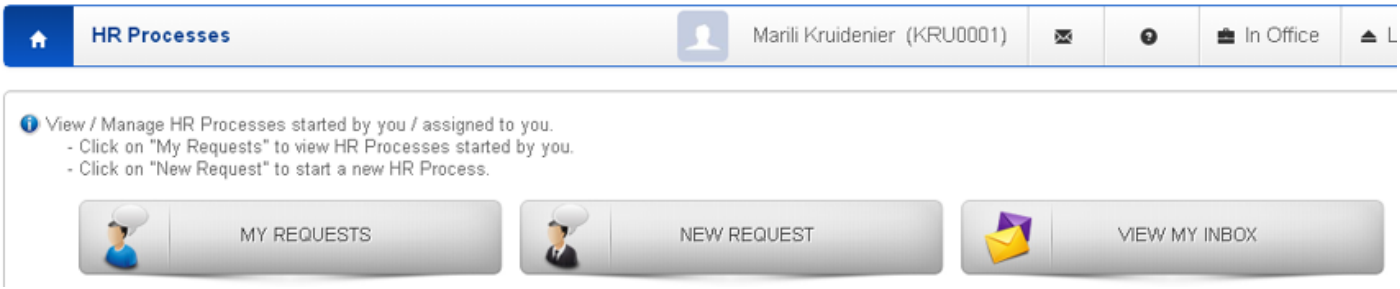
Download Documents

View a list of Positions that you have applied for

As an internal applicant, view the status of your application from the *HR Processes* menu located in the *My Quick Start* menu

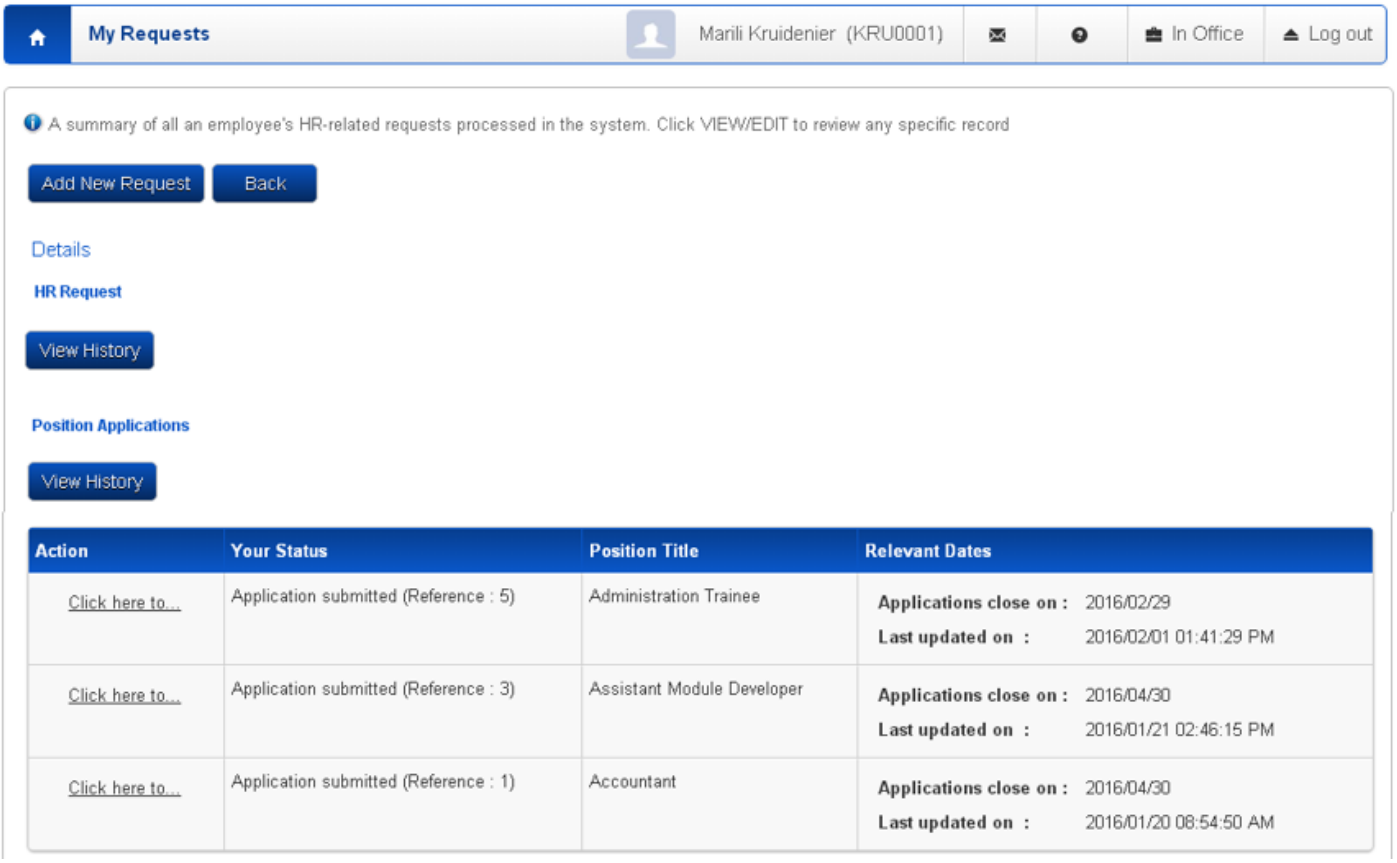
Three options are made available in the *HR Processes* view:

- My Requests
- New Requests
- View My Inbox



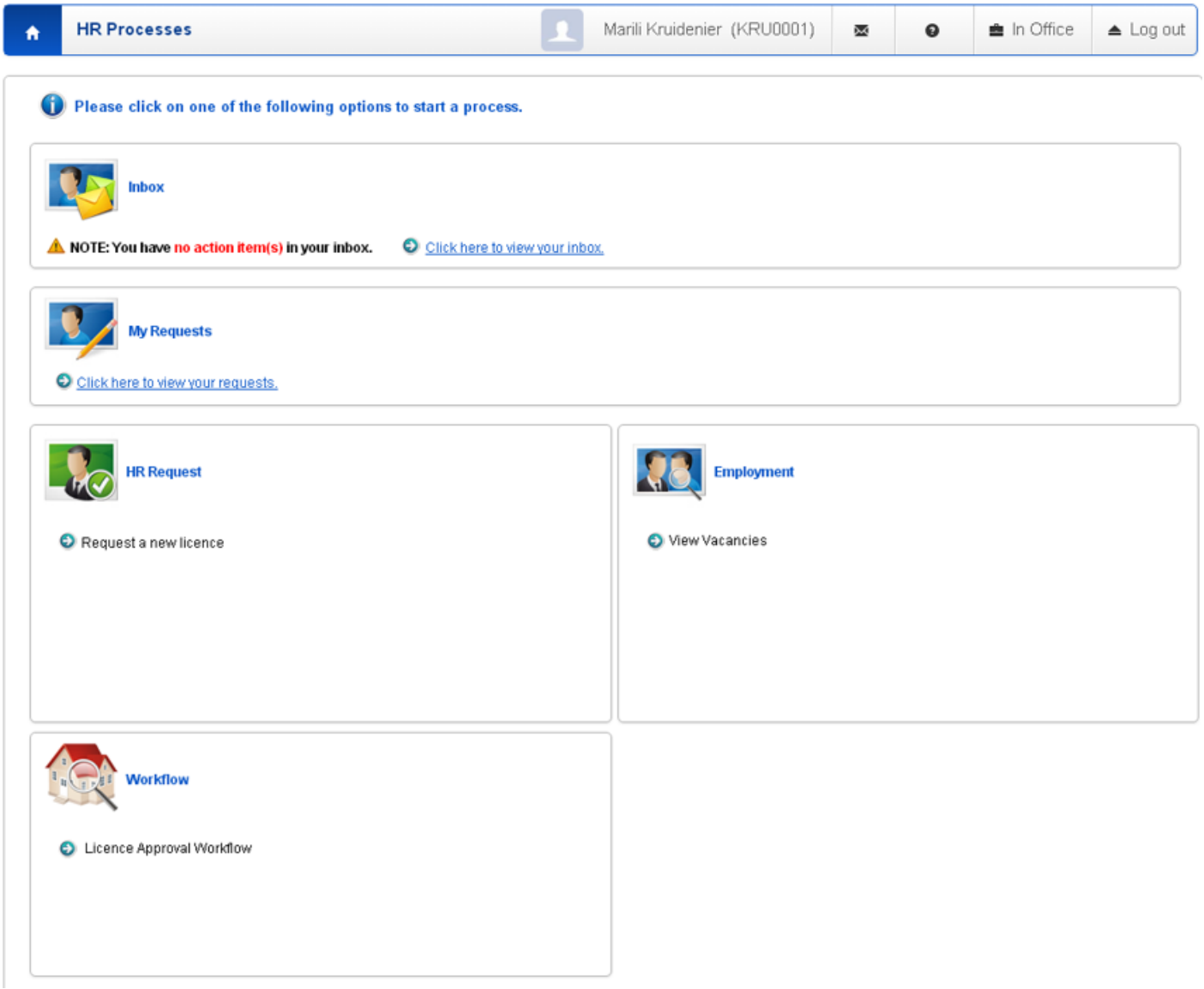
My Requests

On this page a user can view positions that they have applied for as well as the status of their applications.



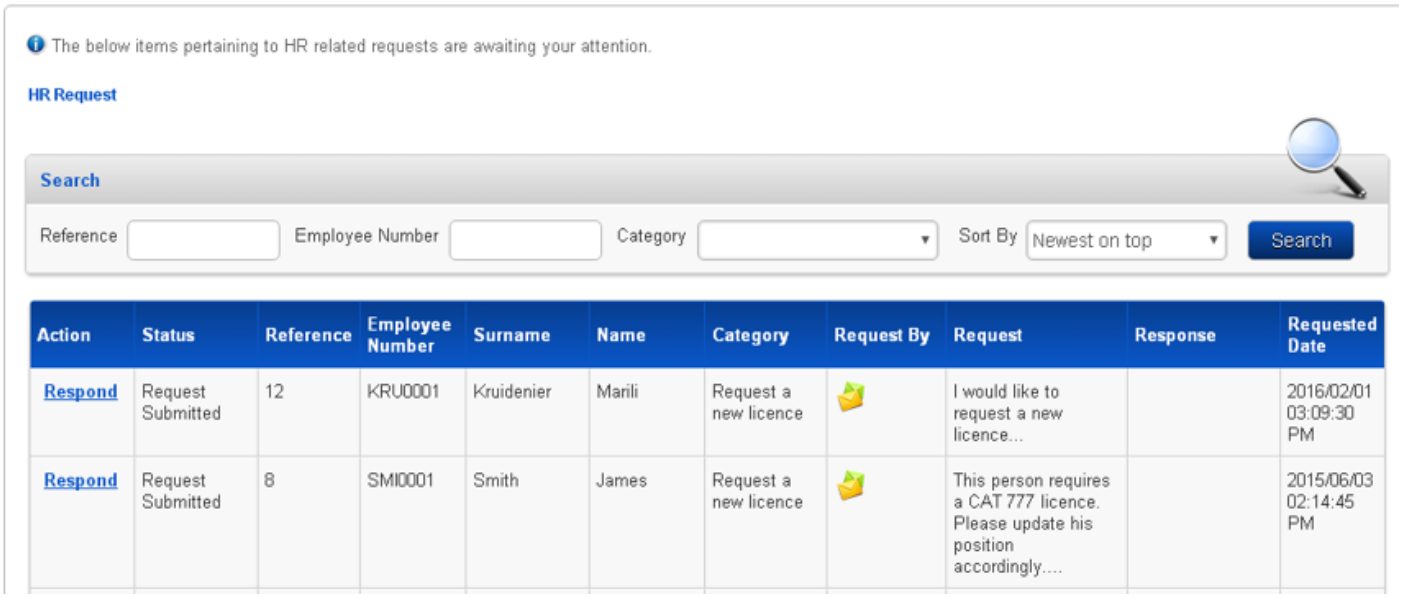
New Request

- When selecting the *New Request* button, either from the *HR Processes* page or on the *My Requests* page the following page will open:
- Under the *Employment* group, a user can view vacancies that have been published.
- Once *View Vacancies* is selected the *Advertised Positions* page will appear.



View my Inbox

- When selecting the *View My Inbox* button the following page will apprear:



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