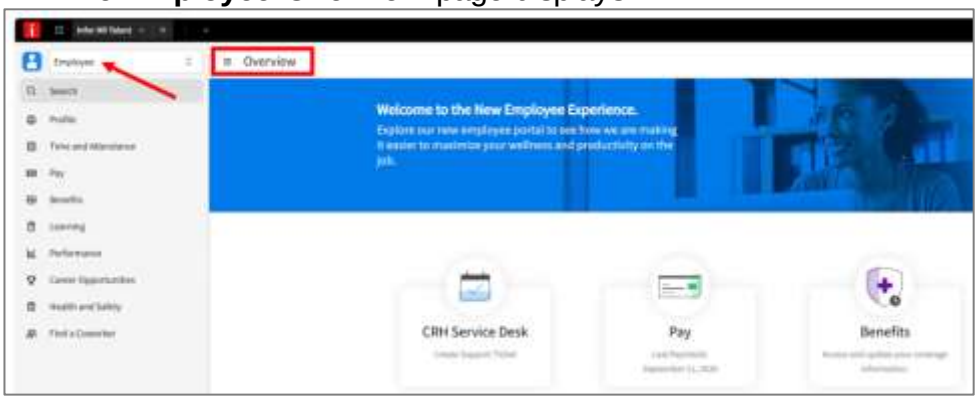
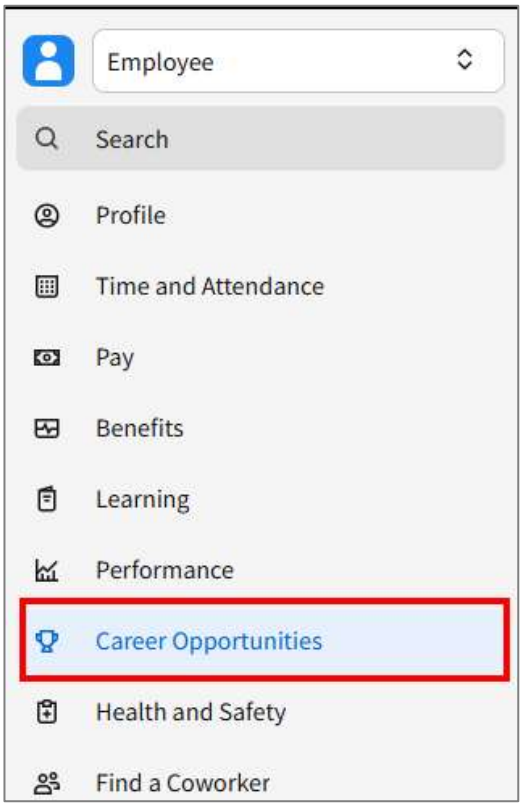
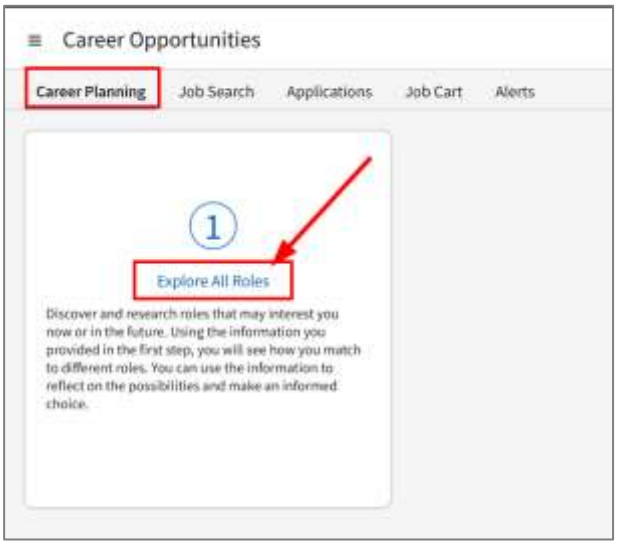
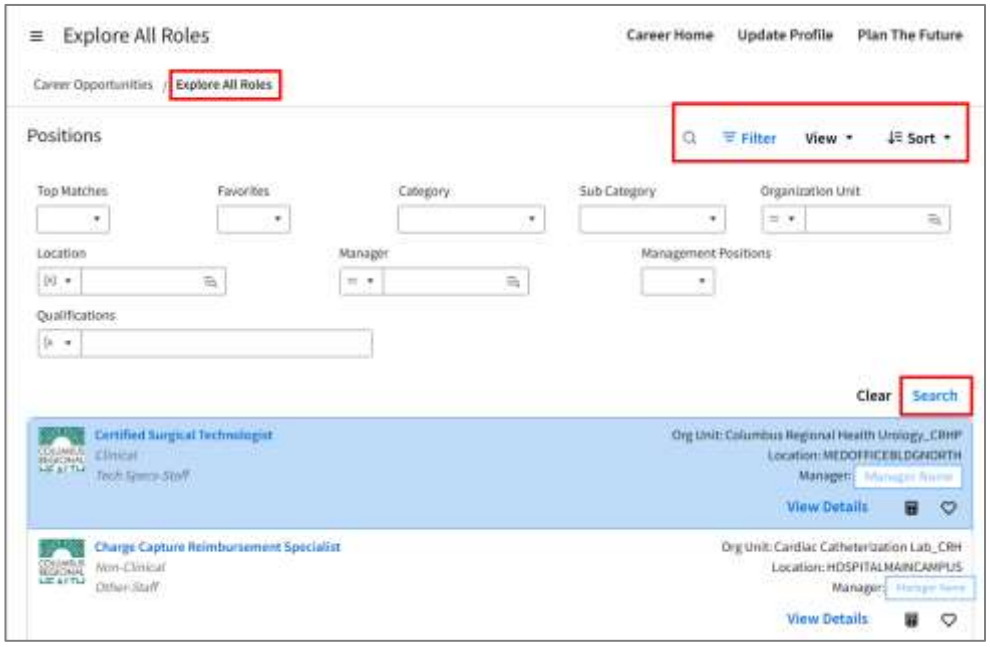
Tip Sheet: How to Apply for a Job as an Internal Candidate	
Role:	Employee
Task:	This tip sheet demonstrates how current employees can apply for jobs directly through Infor.
Step	**Instructions**
1	▪ Log in using the **Infor icon** on your desktop with your Columbus Regional Health (CRH) credentials. ▪ The **Employee Overview** page displays.  ▪ Click **Career Opportunities** in the menu. 

COLUMBUS REGIONAL HEALTH

	Explore All Roles – allows you to see all roles in the entire organization
2	▪ Click **Explore All Roles** under the **Career Planning** tab. This will allow you to view all roles that exist within the entire organization. Skip to **Step #4** to view open jobs.

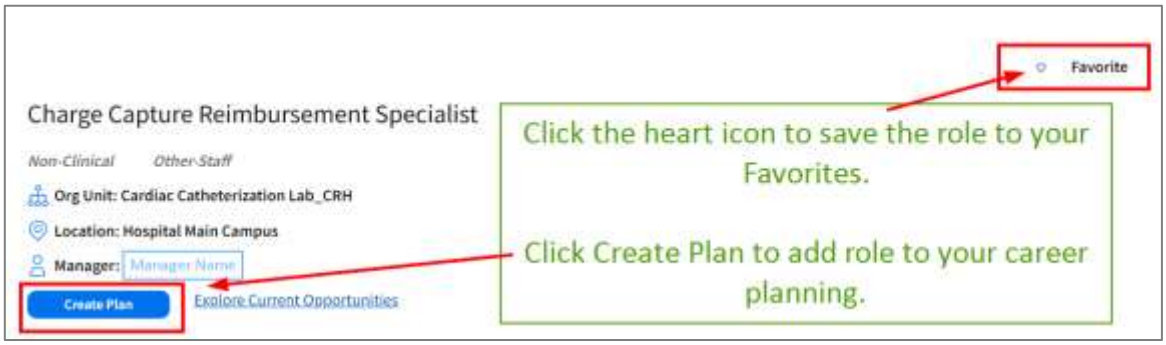
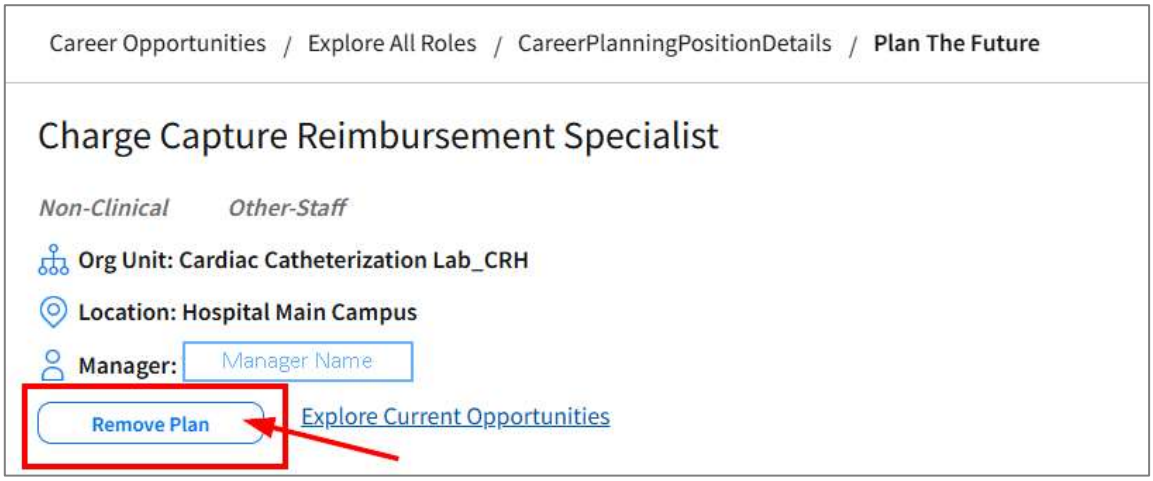
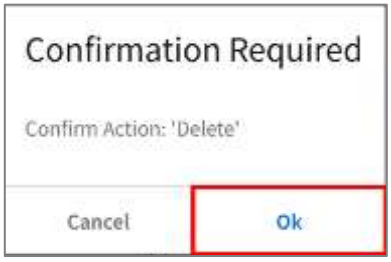


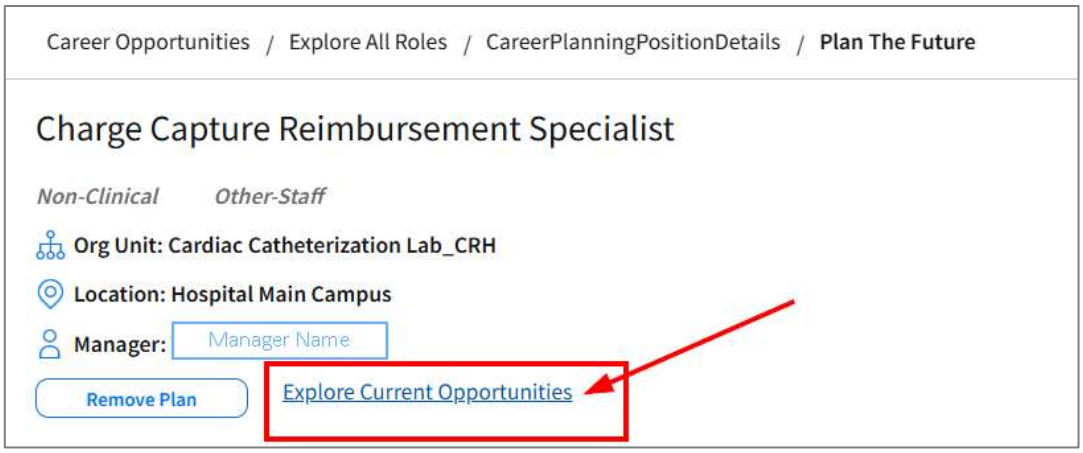
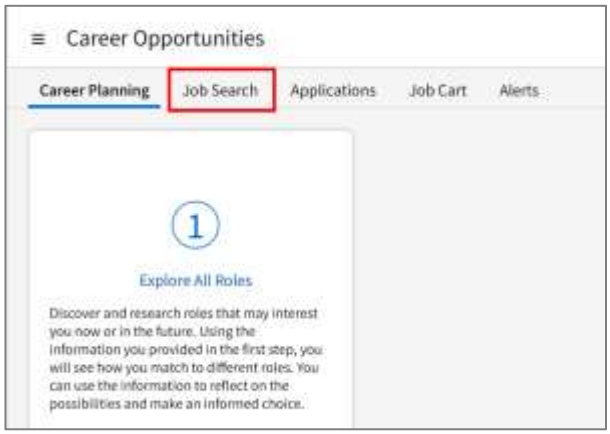
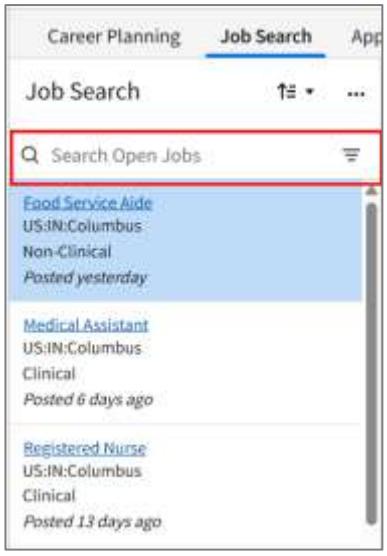
- **Sort** or **Filter** to find a role, or scroll through the list of all roles below.



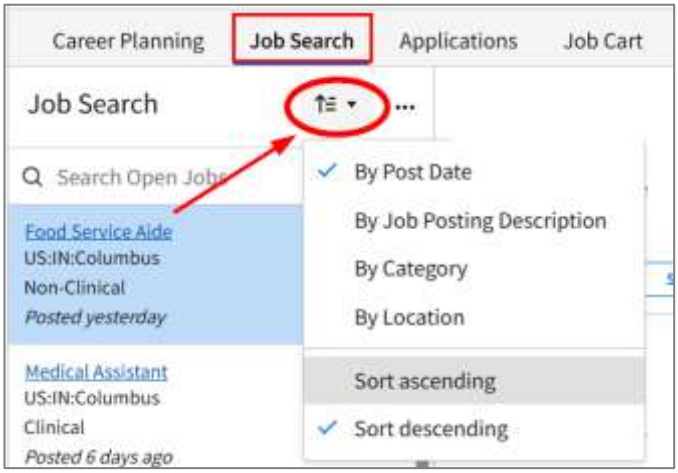
- **Calculate Fit** by clicking the **Calculator** icon.
- Save to **Favorites** by clicking the **Heart** icon.



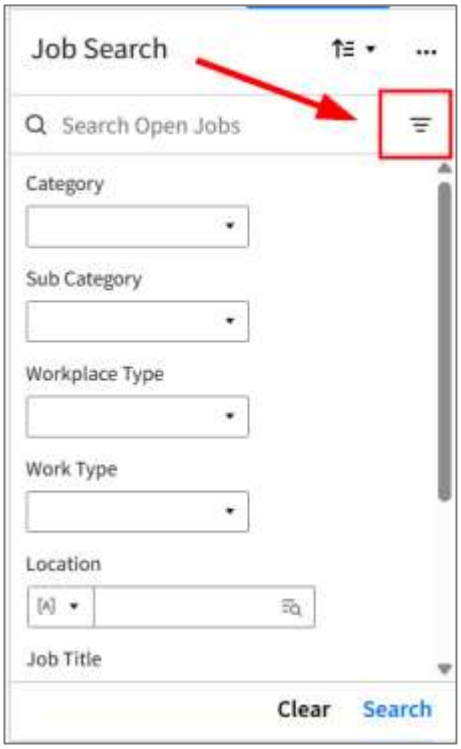
	▪ Click **View Details** to open role to view qualifications, details, responsibilities, etc. 
	Plan Your Future
3	▪ Details of role display. ▪ Click the **Heart** icon to save the role to your **Favorite** list. ▪ A role can be added to your future plan by clicking **Create Plan**.  ▪ Click **Remove Plan** at any time to remove a plan from your profile.  ▪ Confirm the removal by clicking **Ok**. 

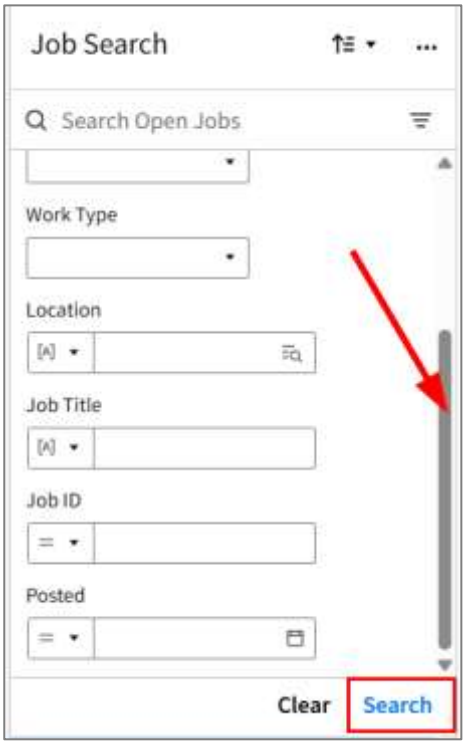
	▪ Click **Explore Current Opportunities** link to open **Job Search**. 
	## *Search for Job*
4	▪ Click **Job Search** tab.  ▪ Open Jobs will display. Scroll through the listed open jobs, or type a job name in the **Search Open Jobs** field. 

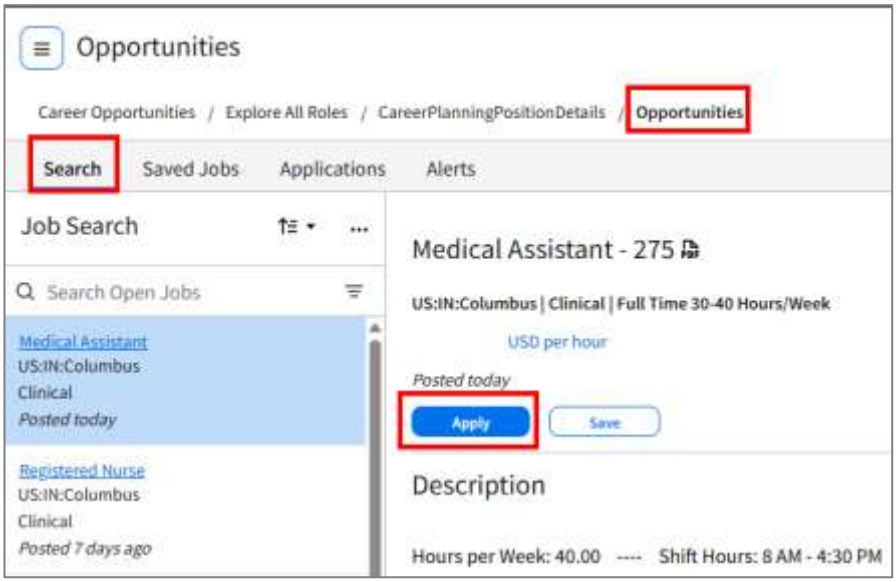
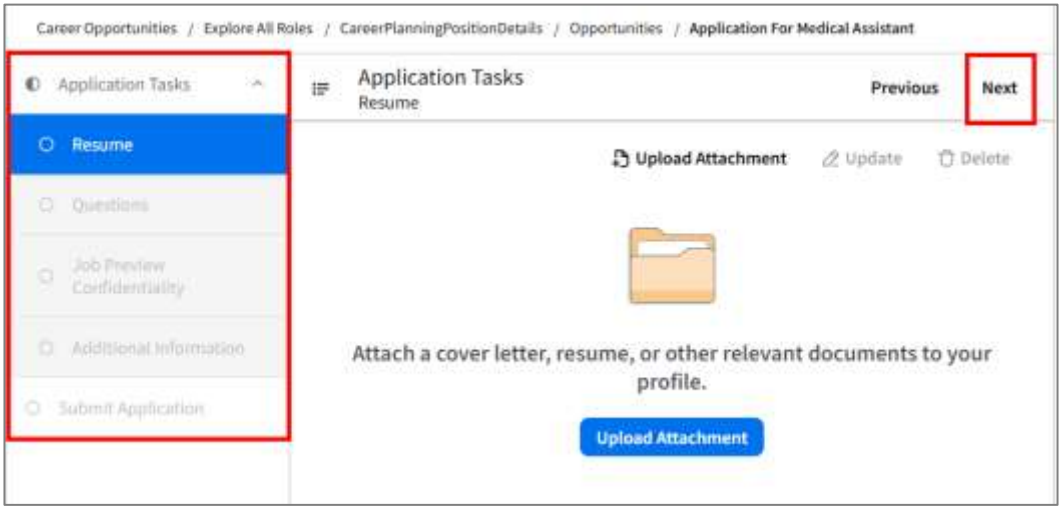
- Sort options are available.
- Click the down arrow next to **Job Search**.
- **Sort ascending** or **Sort descending**, **By Post Date**, **By Job Posting Description**, **By Category** or **By Location**.



- Filter options are also available.
- Click the hamburger icon (3 lines) next to **Search Open Jobs**.
- Filter by **Category**, **Sub Category**, **Workplace Type**, **Work Type** (Schedule) **Location**, **Job Title**, **Job ID**, or **Posted** date. (Use scroll bar to see all filter options).
- Click **Search** after entering filter criteria.

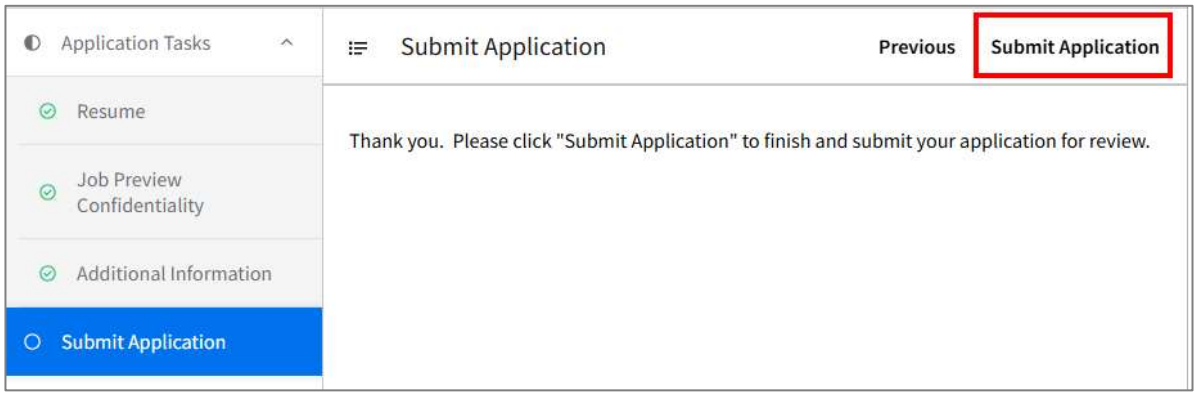




	Apply for Job
5	▪ Click **Apply** on the Job Posting details page.  ▪ Or, click **Apply** on the Job Posting found within the **Search** tab.  ▪ Complete all **Application Tasks**. Use the **Next** button to continue down task menu. 

Note: Any signature required in the application process must match your legal name.

- Once completed, click **Submit Application**.



Application Status

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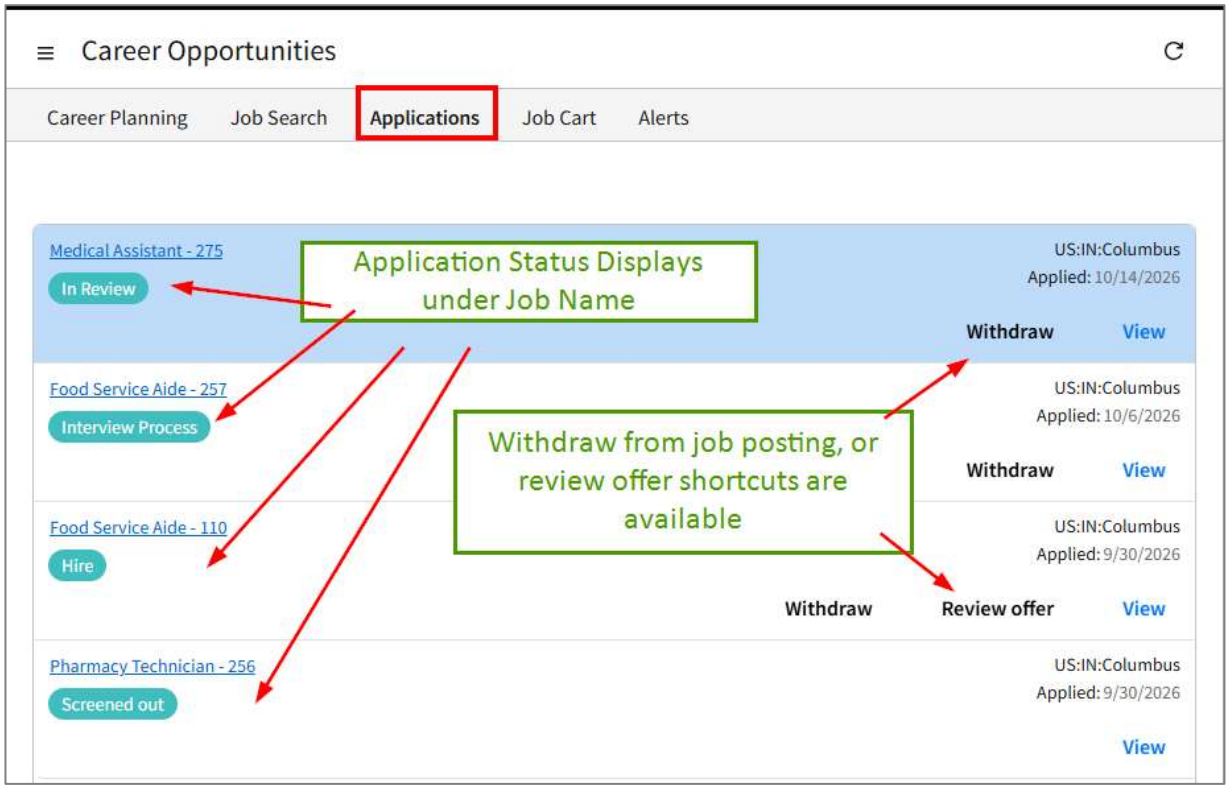
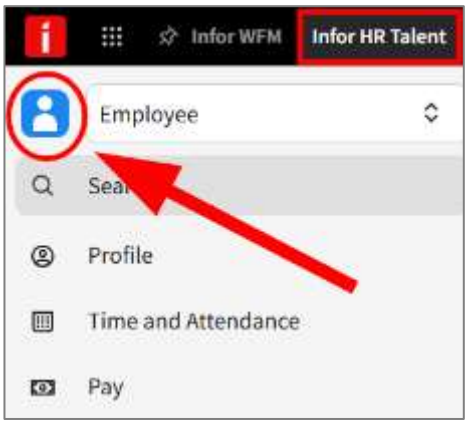
- View all applications and statuses under the **Applications** tab.



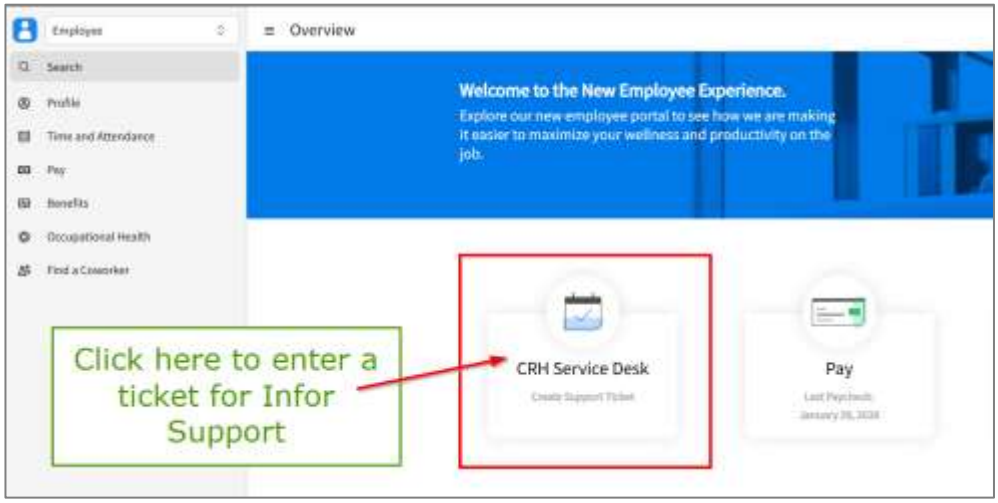
Application Status Message	Definition
Incomplete Application	Application not submitted
In Review	Application/resume being review by Talent Acquisition team
Screened Out	Screened out by position specific questions
Interview Process	Candidate scheduled for interview with Hiring Leader
Offer Process	Offer extended to Candidate
Offer Declined	Candidate declined offer via Infor
Preboarding	Candidate accepted offer and preboarding launched
Hire	Candidate completed preboarding tasks
No Longer Considered	Candidate no longer being considered for position
Withdrawn	Candidate withdrew from application process for position

Experience an Issue with Infor?

- To submit a Manage Engine ticket, return to **Infor HR Talent** tab.
- Click the person icon next to role.



- The **Employee Overview** page displays.



- Use the Infor **CRH Service Desk** widget, select the **Infor HRT** group.



Submit a Manage Engine Ticket if you experience any issues in Infor.