

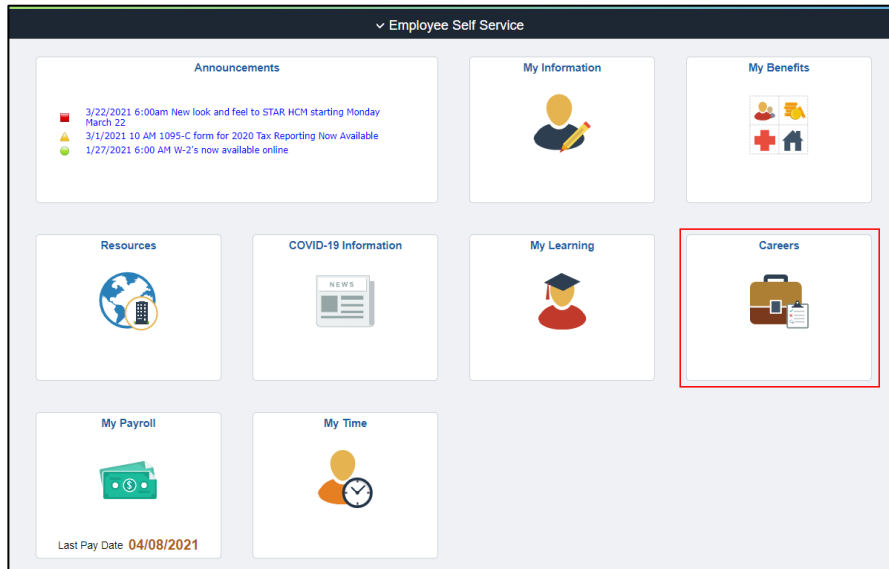


Employee Self Service Job Aid: Applying for Jobs Using the Careers Tile

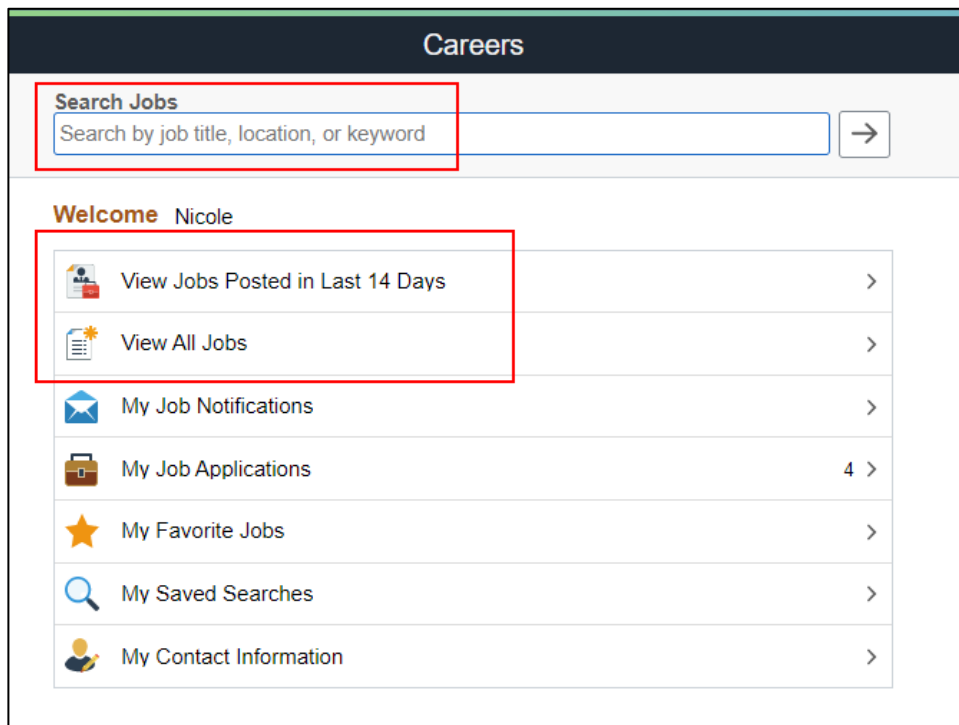


This Job Aid is designed to help employees apply for jobs through the Careers Tile in Employee Self Service.

1. Log in to Employee Self Service: <https://ess.wi.gov>
2. Click on the **Careers** Tile.



3. You will be brought to the Careers Landing page. You can search for jobs via the Search Jobs box, View Jobs Posted in the Last 14 Days, or View All Jobs.





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- Once you start searching for jobs, you will be brought to the Search Jobs page where you can search for jobs via Location, Job Category, Agency/Organization and Full/Part Time Status.

The screenshot shows the 'Search Jobs' interface. On the left, there are three filter sections: 'Location' with options for Statewide (32), South Central Region (16), Southeast Region (8), West Central Region (4), Northeast Region (3), and Northern Region (2); 'Job Category' with various professional fields like Admin Support, Architecture, Business, etc.; and 'Agency / Organization' with options like Administration, Corrections, Health Services, etc. The main area has a search bar with the text 'Search by job title, location, or keyword' and buttons for 'Clear Search' and 'Save Search'. Below the search bar, it says '32 latest jobs found.' and lists several job openings with details like Job ID, Location, Organization, Posted Date, and Close Date.

- You can search for jobs using several different criteria by checking the boxes in the different sections of the page. The search criteria you selected will appear at the top of the job listings. You can select **Clear Search** or **Clear All** to remove your search criteria.

This screenshot shows the same 'Search Jobs' interface but with specific search criteria selected. In the 'Location' filter, 'Madison (5)' is checked. In the 'Job Category' filter, 'Business, HR & Finance (2)' and 'Public Affairs/Rel & Marketing (3)' are checked. At the top of the job listings, three tags are displayed: 'Statewide/South Central Region/Dane County/Madison', 'Business, HR & Finance', and 'Public Affairs/Rel & Marketing'. The 'Clear Search' button is highlighted with a red box, and the 'Clear All' button is also highlighted with a red box. The job listings show '5 latest jobs found.' and the first job is 'Communications Director' with Job ID 1104, Location Madison, and Organization Wisconsin Legislature: Assembly.

- You can also save your search criteria and receive an automatic notification when a job is posted that meets your criteria.
 - Enter your search criteria and then click **Save Search**.



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Search Jobs
Search by job title, location, or keyword [→]
Clear Search [Save Search]
Business, HR & Finance [x] Statewide/South Central Region/Dane County [x] Clear All

- b. A **Save Search** box will appear where you can name your search criteria and enter the email that you want to use to receive notifications. Click **Save**.

Save Search
Cancel [Save]
*Search Name: HR JOBS DANE COUNTY
 Email me when new jobs meet my criteria
*Email To: ima.employee@wisconsin.gov

- c. You can also manage and run your saved searches from the **My Saved Searches** page.

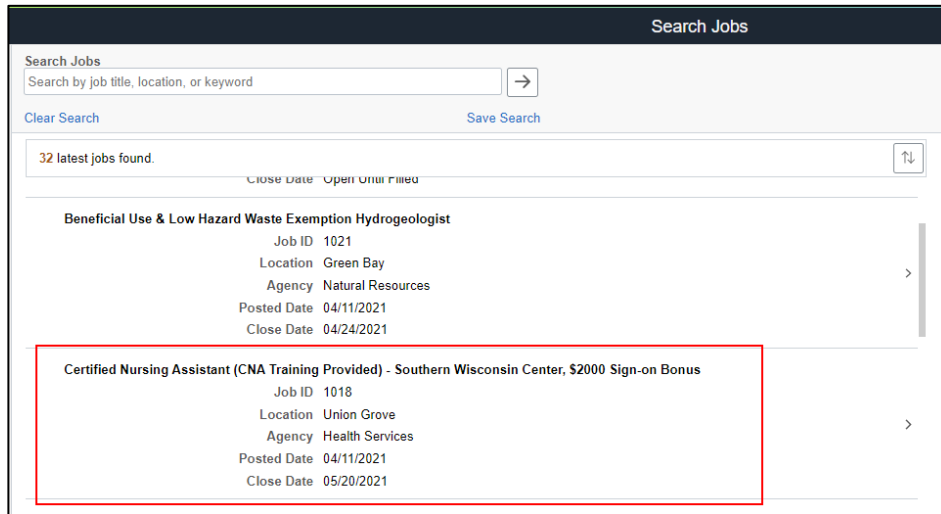
Careers
Search Jobs
Search by job title, location, or keyword [→]
Welcome Nicole
View Jobs Posted in Last 14 Days >
View All Jobs >
My Job Notifications >
My Job Applications 4 >
My Favorite Jobs >
My Saved Searches 1 >
My Contact Information >



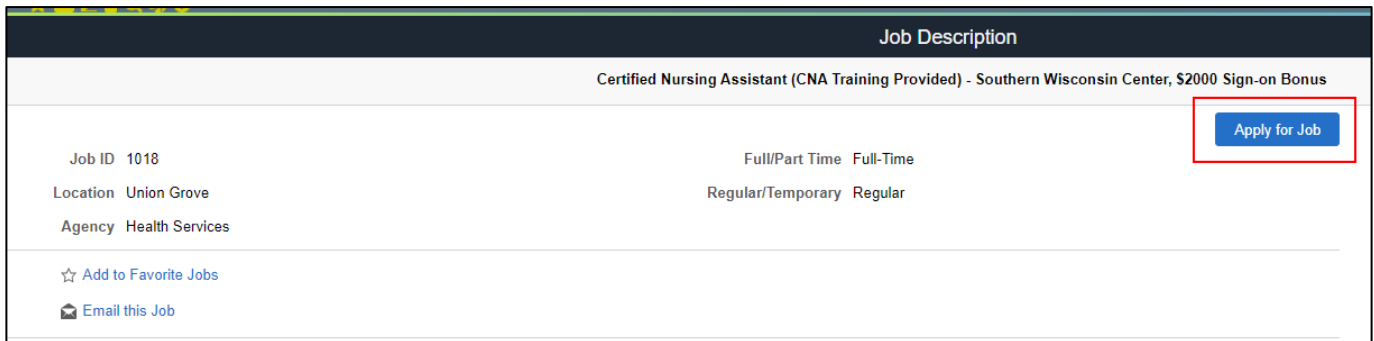
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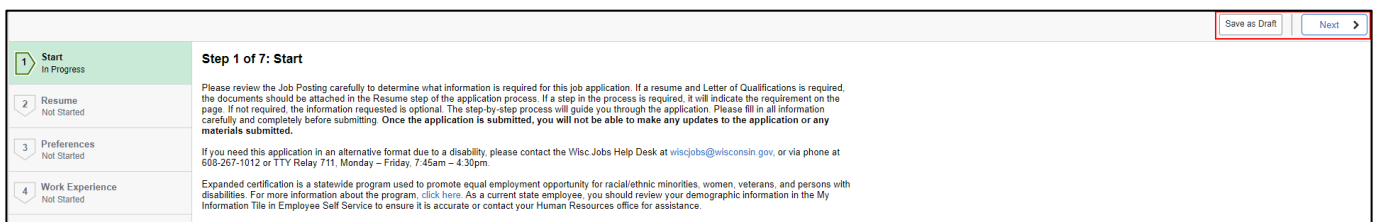
7. Click anywhere on a job listed in the Search results to see the full Job Posting.



8. Click on **Apply for Job** at the top of the Job Posting to start the application process.
a. Note: If the Job Posting does not have an **Apply for Job** button, please review the **How to Apply** section of the Job Posting for information about how to apply.



9. Follow the steps and on-screen prompts to submit your application.
a. You can save your application at any time by selecting **Save as Draft**
b. Click **Next** to move to the next step in the process
c. Be sure to review the Job Posting closely to determine what type of information will be required during the application process.



10. Prior to submitting your application, please review all your application information. **Once you submit your application, you will NOT be able to make any updates to the application or submitted materials.**



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11. From the main Careers page, you can also:

- a. View your job notifications (**My Job Notifications**)
- b. View your job applications, including resumming job applications that you saved as draft (**My Job Applications**)
- c. View jobs that you starred as a favorite (**My Favorite Jobs**)
- d. View/manage your searches (**My Saved Searches**)
- e. Review your contact information (**My Contact Information**)
 - i. If you need to make updates to your contact information, please make the updates through the My Information Tile in Employee Self Service or contact your HR office.

The screenshot shows the 'Careers' page interface. At the top, there is a dark blue header with the word 'Careers' in white. Below the header is a search bar with the text 'Search Jobs' and a placeholder 'Search by job title, location, or keyword'. To the right of the search bar is a right-pointing arrow button. Below the search bar is a 'Welcome Nicole' section. This section contains a list of seven items, each with an icon and a right-pointing arrow:

- View Jobs Posted in Last 14 Days
- View All Jobs
- My Job Notifications
- My Job Applications (5)
- My Favorite Jobs
- My Saved Searches (1)
- My Contact Information