

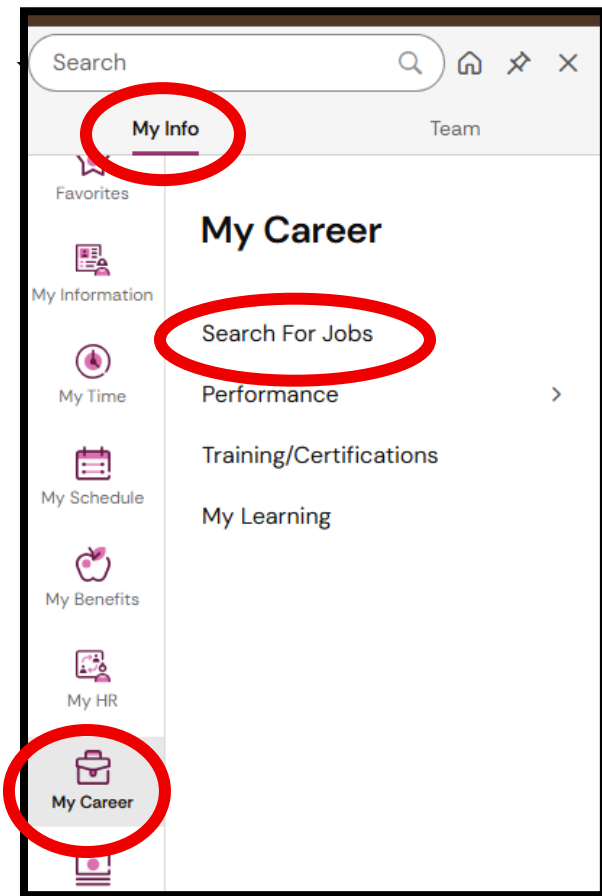
HOW TO APPLY TO JOB POSTINGS FROM WITHIN U.K.G. READY

Current Cuyahoga DD employees who wish to apply for a new position must do so from within UKG Ready, the system you use every day to sign in and out, request time off, etc. The below instructions will walk you through how to apply from within UKG---not on the webpage.

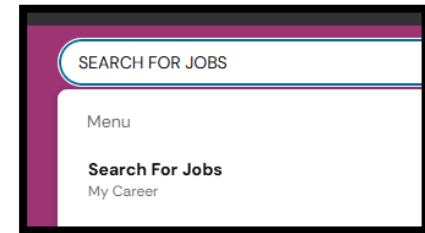
Step One: Log into your UKG program.

Step Two: Find the Job Postings: There are three (3) ways to find the job postings illustrated below:

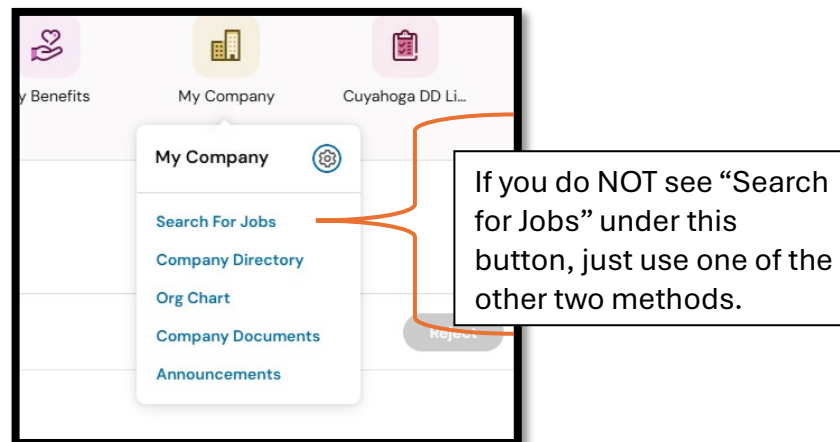
#1) Hamburger menu, then MY INFO, MY CAREER, THEN SEARCH FOR JOBS



#2) Upper right Search box, type SEARCH FOR JOBS, then Select Search for Jobs (My Career)



#3) Click the MY COMPANY Button on your dashboard, Then SEARCH FOR JOBS in the dropdown menu.



Step Three: Apply for the job: In this example we have one “Test Job Posting.”

- 1) Find the position that interests you
- 2) Click the APPLY FOR THIS JOB button

My Career > Search For Jobs

← Search For Jobs

Search

Search Job Title or Keywords

TEST JOB POSTING

Location: Cleveland OH

General Information

Apply for Job

TEST JOB POSTING, Cleveland

General Information

Job Title:	TEST JOB POSTING
Location:	Cleveland, OH, 44114 United States
Base Pay:	\$10000.00 - \$15000.00 / Year

Description

The Cuyahoga County Board of Developmental Disabilities (Cuyahoga County Board of Developmental Disabilities) provides information, etc.

3) Answer the job related questions. NOTE: These questions act in place of a cover letter. **You will NOT be uploading a cover letter**, but you are required to answer the questions below that end with an asterisk*.

Job Related Questions ×

◀ Page 1 of 1 ▶ 0%

Please answer the following questions. Note that these questions replace the necessity of uploading a cover letter (letter of interest). If you have already prepared a cover letter, you are welcome to cut-n-paste from that letter to the fields below. You may find it helpful to review all the questions before answering them so you can avoid duplication. Thank you and good luck

[Hide Instructions](#)

1. Please outline specifically why you are interested in this new opportunity.*

2. Outline how your qualifications make you a good match for this new opportunity.*

3. What else would you like to share with the hiring team as they review applicants for this position? If not, leave blank.

4. Please type your name and ID# below before pressing SUBMIT. On the next screen, IGNORE the text box asking for a cover letter; however, you will need to upload a RESUME the first time you apply on this internal portal. Thank you.*

Cancel Submit

Read the directions carefully before answering the questions. You can cut-n-paste from an existing cover letter or type in the boxes provided. Every job will ask you (1) Why are you interested (2) How are you qualified (3) and if you wish to add anything else.

These three (3) questions replace the necessity to upload a cover letter.

There could be additional questions, so just read carefully.

The last question will also ask you to enter your ID# and name. Then click SUBMIT

4) Uploading Resume Page:

TEXT BOX: After you hit SUBMIT on the previous page, the below screen will appear. We do NOT want you to type in the text box provided. We consider your cover letter as the answers you provided to the previous questions. So please DO NOT use the text box shown below.

RESUME: The FIRST time you apply using the UKG system, you will need to upload a current resume by clicking the CHOOSE button and uploading it from your computer. The document will appear below the CHOOSE button so you know that it uploaded. At any time in the future, if you need to replace it, when you apply just click the Trash Can to delete and then upload a revised Resume.

5) **APPLY FOR THIS JOB:** Click the Apply for this job button once your resume is uploaded.

Apply for Job: TEST JOB POSTING ✕

Please paste your text format cover letter or any additional comments in the space below.

DO NOT TYPE IN THIS SPACE.

Add Resume*

To change your current Resume, please select 'Choose' to search and upload a new file. Be sure your resume meets the upload requirements.

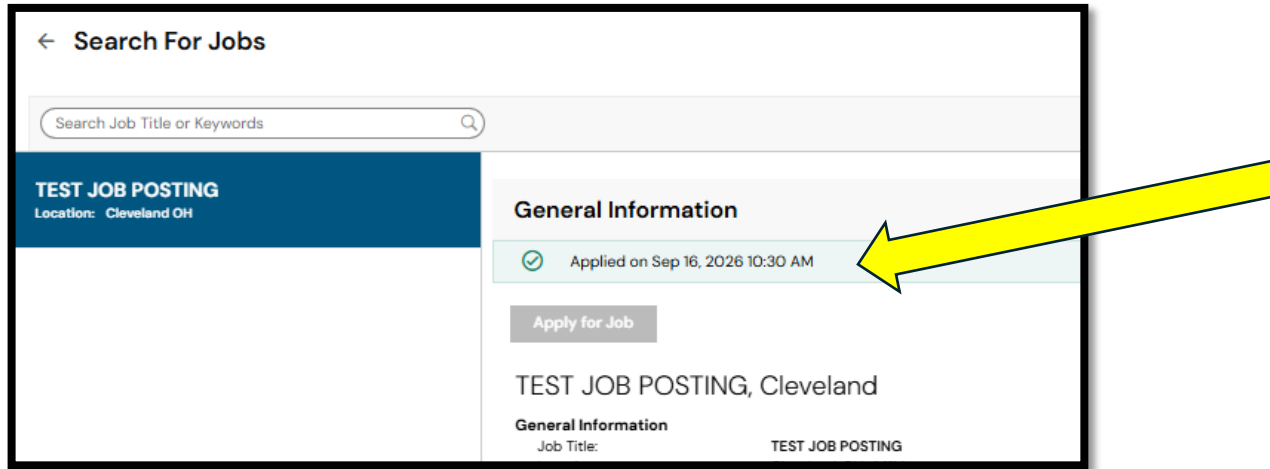
- Valid resume formats are PDF, DOC, DOCX, TXT, RTF.
- Uploading your resume could take several minutes depending on file size and your internet connection.

Choose

Document attached : Janet Testerfield RESUME (1).docx

Cancel **Apply for This Job**

6) **Completed**. Once you hit the “Apply for this Job” button, you will be taken back to the job posting and it will now show that you have APPLIED, the date, and the “Apply” button will be grayed out.



7) **Confirmation:** You will get a generic email that confirms receipt of your application and informs you to reach out to the HR Employment Manager with any questions.

Questions: Questions about the process should be directed to Human Resources.