

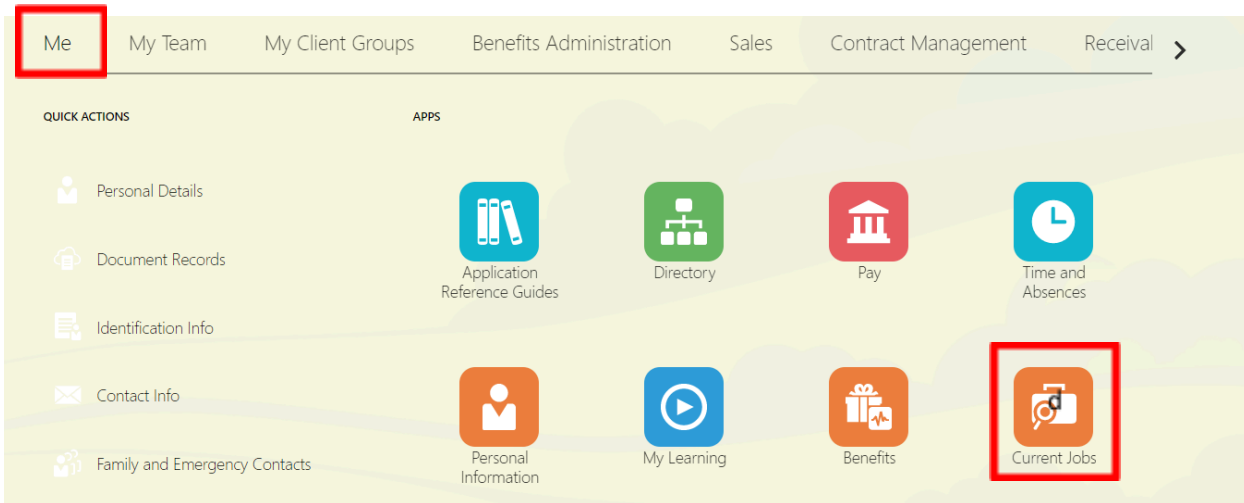
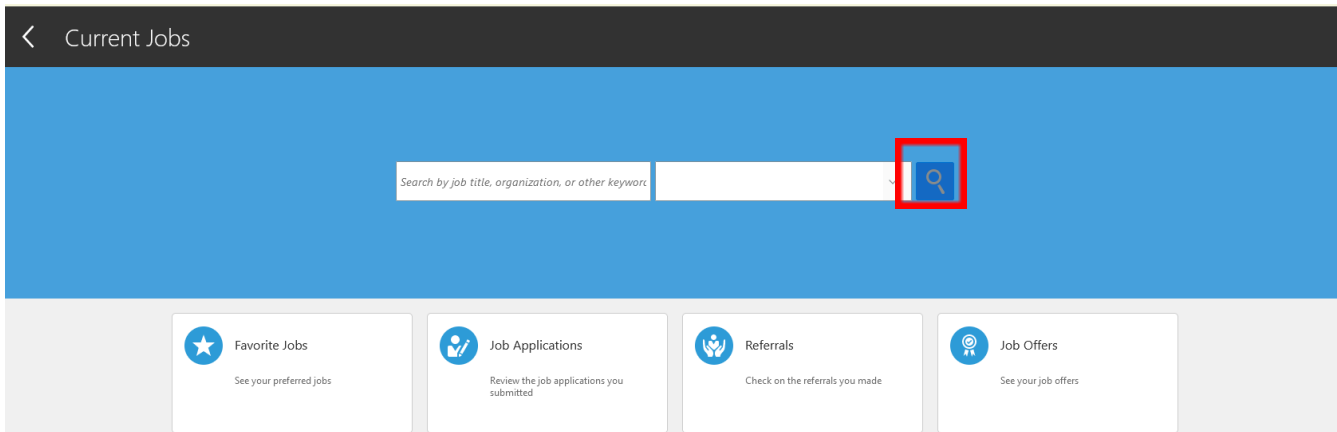
How to Apply for a Job Posting - Internal

Purpose: The purpose of this document is to outline the process for internal employees to submit an application for a job posting in Oracle.

Additional Resources:

- [Human Resources Knowledge Base](#)

Audience: Internal Employees

Process Step & Description	Action
1.0 Navigation	<p>Navigation: Oracle Homepage → Me → Current Jobs</p> 
2.0 Search for Jobs	<p>To view all the open positions, on the Current Jobs page, click on the magnifying glass icon.</p> 

Search and filter the jobs to find the one suitable. You can search and filter by job title, organization name, other keywords and the job location.

Jobs (130)

Sort By

★ Accounts Payable & Procurement Shared Services Leader (1136)	Oakland, CA, United States	***
Hiring Manager Foster, Cheryl	Organization GMHEC BU	
★ Bookkeeper (1137)	Shelburne, VT, United States	***
Hiring Manager Schubert, Rebecca	Organization GMHEC BU	
★ Benefits Generalist (1130)	Monterey, CA, United States	***
Hiring Manager Khair, Abul	Organization GMHEC BU	
★ Benefits Generalist (1132)	Shelburne, VT, United States	***
Hiring Manager Foster, Cheryl	Organization GMHEC BU	

2.0 Cont.

To view more information about a job, click on the hyperlinked job title.

Jobs (130)

Sort By

★ Accounts Payable & Procurement Shared Services Leader (1136)	Oakland, CA, United States	***
Hiring Manager Foster, Cheryl	Organization GMHEC BU	

Job Info

Organization GMHEC BU	Posting Date 07-Jun-2021
Job Family Administrative Services	Posting Visibility Internal and External
Locations Oakland, CA, United States	Full or Part Time Full time
Work Locations 120 Graham Way	

Job Details

Organization Description

Application Instructions:

Please be prepared to attach the following documents after clicking on Apply Now button:

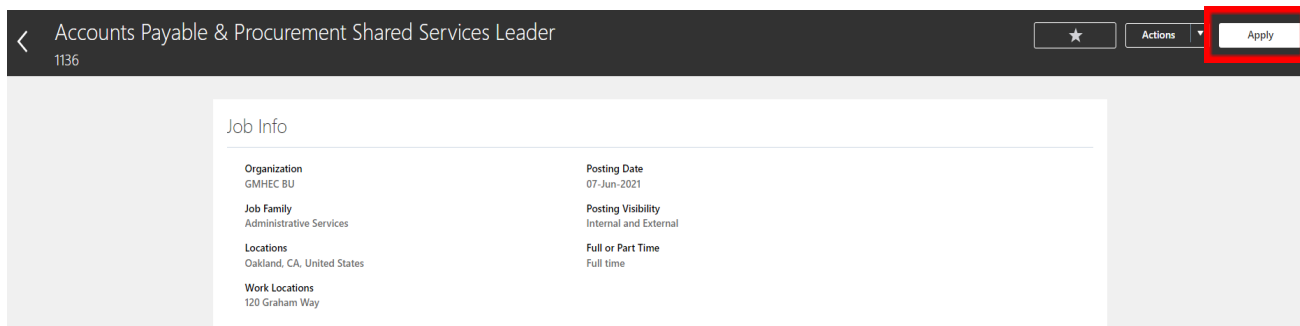
- Resume
- Cover Letter

Employer Description

The Green Mountain Higher Education Consortium, located in northern Vermont, was founded by Champlain College, Middlebury College, and Saint Michael's College in 2013. The Consortium aims to help its members to lower costs, increase the quality of services and add strategic value to our members.

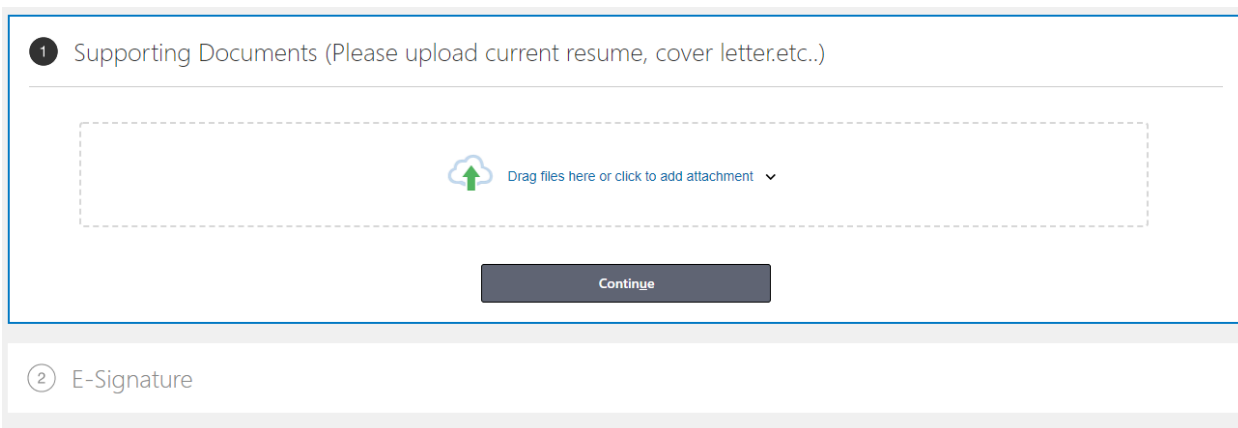
To apply for an open position, click on **Apply** within the details screen of a specific job posting. Clicking on **Apply** will enable you to fill in the required details and submit the job application as an *internal candidate*.

2.1 Apply for an Open Job



The screenshot shows the top of a job details page. The title is 'Accounts Payable & Procurement Shared Services Leader' with a sub-id '1136'. On the right, there are buttons for 'Apply' (highlighted with a red box), 'Actions', and a star icon. Below the title, there is a 'Job Info' section with the following details:

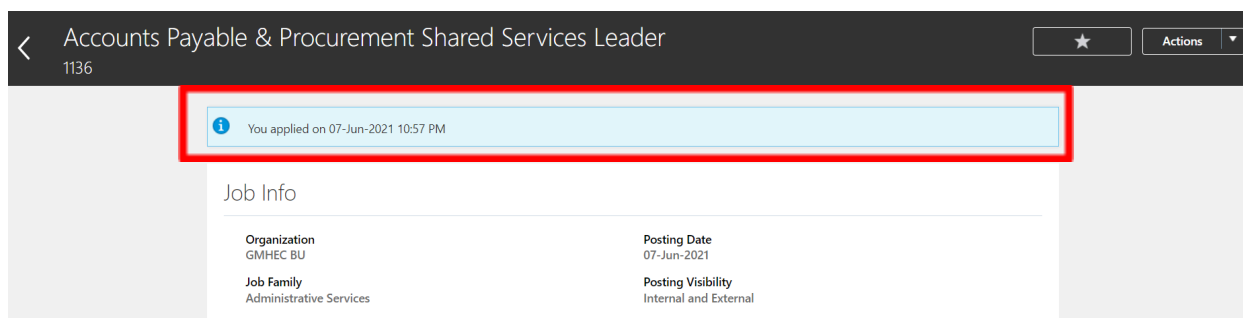
Organization GMHEC BU	Posting Date 07-Jun-2021
Job Family Administrative Services	Posting Visibility Internal and External
Locations Oakland, CA, United States	Full or Part Time Full time
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The screenshot shows the 'Supporting Documents' section, labeled with a circled '1'. It contains the instruction: 'Supporting Documents (Please upload current resume, cover letter.etc..)'. Below this is a dashed box with a green upload icon and the text 'Drag files here or click to add attachment'. At the bottom of this section is a 'Continue' button. Below the document upload section is an 'E-Signature' section, labeled with a circled '2'.

NOTE: Do not forget to attach a cover letter, resume and other requested documents here. You will not be able to go back and add these after submitting your application.

Once you have completed all the required details and submitted your application, a message will appear confirming your submission.



The screenshot shows the same job details page as before, but with a confirmation message at the top, highlighted with a red box. The message reads: 'You applied on 07-Jun-2021 10:57 PM'. The 'Apply' button is no longer visible, and the 'Job Info' section remains the same.