



Human Capital Management (HCM)

Searching and Applying for Internal Jobs

Employee Direct Access

Disclaimer: The look and feel of the screens present in this Job aid may differ from the final Oracle Human Capital Management (HCM) system. In this system, the screens will be customized based on the role and access.

Searching and Applying for Internal Jobs

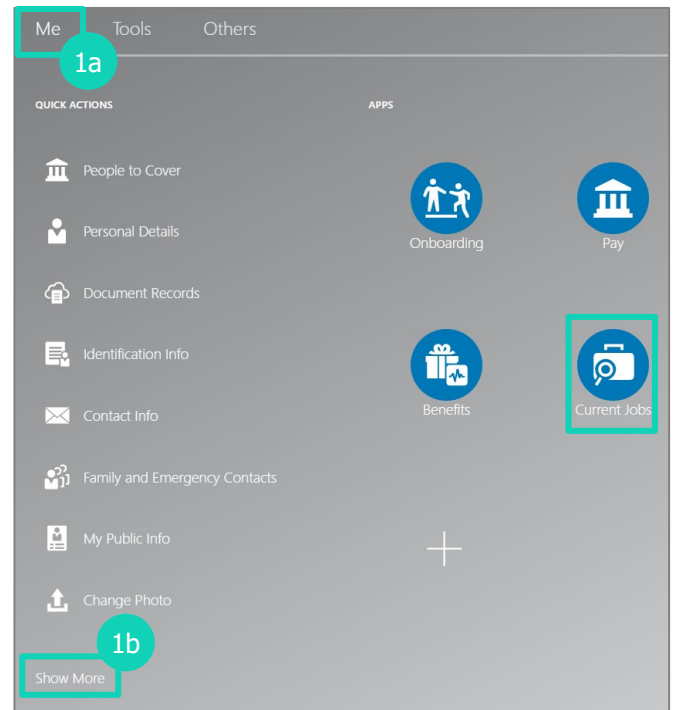
You can search for internal job openings via Employee Direct Access (EDA)

A. Searching Internal Jobs

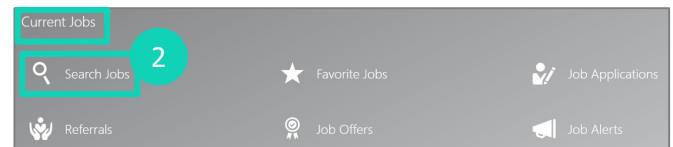
Perform the following steps to search for job openings:

1. On the Oracle home page:
 - a. Go to the **Me** tab on the ribbon.
 - b. Click **Show More** under **QUICK ACTIONS** to view the quick actions related to **Current Jobs**.

Note: You can also access current jobs via the **Current Jobs** tile.



2. The list of quick actions displays. Click **Search Jobs** under the **Current Jobs** section.

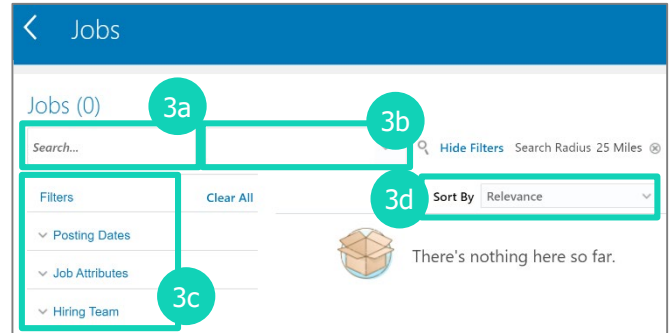


Searching and Applying for Internal Jobs

Perform the following steps to search for job openings:

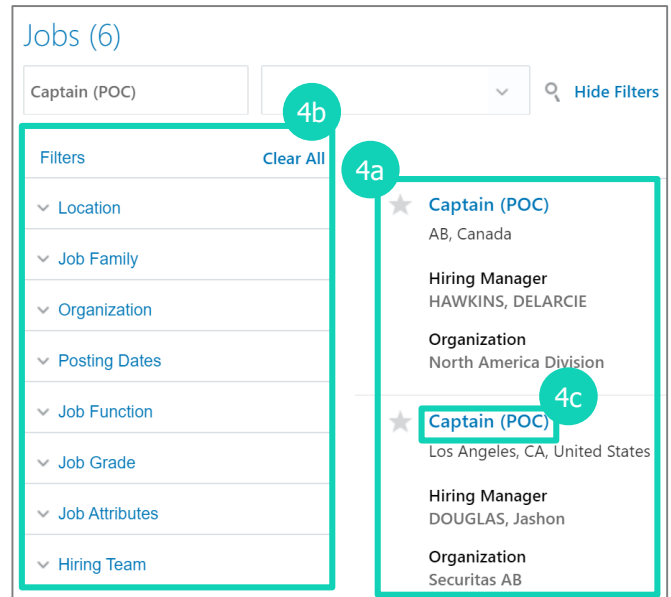
3. The **Jobs** screen displays. You can search for internal jobs by using keywords. You can narrow down the search results by entering information in the following fields:

- a. **Position**
- b. **Location**
- c. **Filters:** Select the required filters. The options include 'Posting Dates', 'Job Attributes', and 'Hiring Team'.
- d. **Sort By:** Select the required sorting method. The options include 'Job Title – A to Z', 'Job Title – Z to A', 'Posting Date – New to Old', 'Posting Date – Old to New', and 'Relevance'.



4. On the **Jobs** screen:

- a. Jobs corresponding to the entered search criteria display.
- b. You can narrow down the search results by applying the following **Filters**:
 - **Location**
 - **Job Family**
 - **Organization**
 - **Posting Dates**
 - **Job Function**
 - **Job Grade**
 - **Job Attributes**
 - **Hiring Team**
- c. Click the relevant job to view the details.



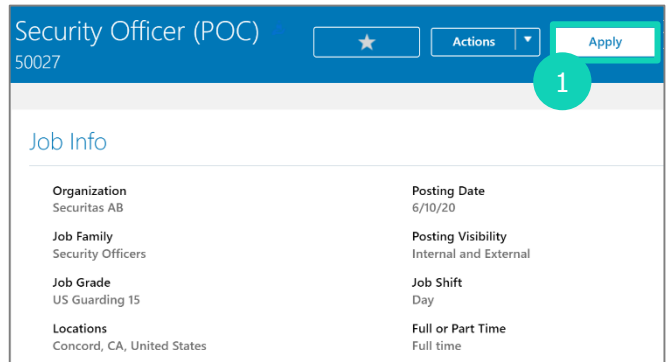
Searching and Applying for Internal Jobs

You can apply for internal jobs via Employee Direct Access (EDA)

B. Applying for Internal Jobs

Perform the following steps to apply for internal jobs:

1. The **Job Details** screen displays. Click **Apply** to apply for a job.

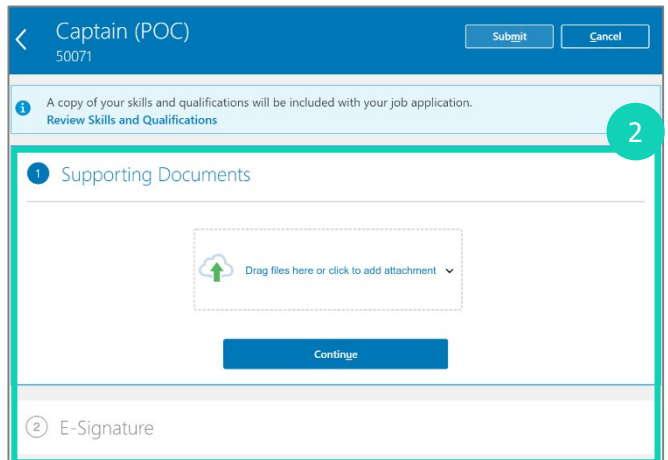


2. The **Complete Job Application** screen displays. You can view the following sections:

- **Supporting Documents**

Note: The document to be uploaded is the candidate's resume.

- **E-Signature**



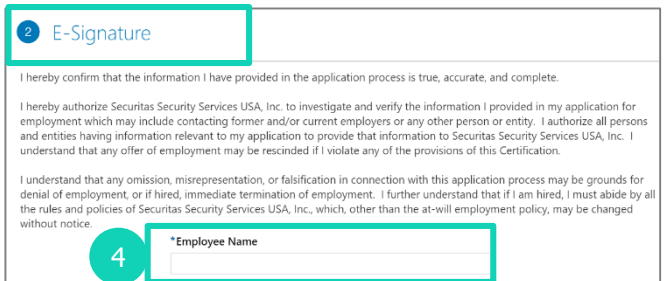
Searching and Applying for Internal Jobs

Perform the following steps to apply for internal jobs:

3. Go to the **Supporting Documents** section.
 - a. Upload your resume and other relevant documents using the **Drag files here or click to add attachment** field.
 - b. Click **Continue**.



4. Go to the **E-Signature** section, and enter your full name, as per the company records in the ***Employee Name** field.

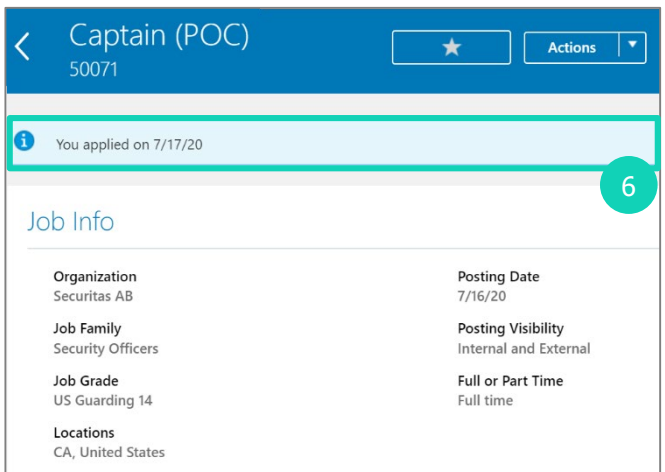


5. Click **Submit**.



6. The **Job Details** screen displays. You can view the date on which you applied for the job on this screen.

Note: The 'Apply' button is no longer visible on this screen.



Job Info	
Organization Securitas AB	Posting Date 7/16/20
Job Family Security Officers	Posting Visibility Internal and External
Job Grade US Guarding 14	Full or Part Time Full time
Locations CA, United States	