OurPeople Quick Guide
– Applying for Open Positions Through ESS

Now that OurPeople has introduced a recruiting module, employees can (and should) apply for open positions using Employee Self Service (ESS). Applying for jobs "internally" will now be much easier and more streamlined than before. This quick guide has been created to make this process as simple as possible and to help avoid any errors with your application.

Do This First!

Before submitting an application, it is important to update your CV related information in the "My Professional Information" section of ESS. You must also upload a current copy of your CV as well as any other documents that you would like the recruiter to have access to when evaluating your application (i.e. cover letter, certificates and licenses, etc.). This can be completed in the "My Documents" tab in ESS.

If this information is not filled out your application will not be considered by the recruiter

Open Positions

1. **Click on the "Open Positions" tab using the following menu path:**
   a. ESS | My Job | Development Actions | Open Positions

**Note - You can also use this link to take you directly to the Open Positions page:

https://wvi.meta4globalhr.com/sse_generico/sgco_lang_login.jsp?langid=2&_A=/servlet/CheckSecurity/JSP&_B=/sse_generico/generico_invisible.jsp&langid=2&_C=/sse_g3/sse_g3_p2.jsp

2. **View the list of available Jobs**
   a. This list contains local jobs that are specific to the user's country as well as jobs that are being advertised internationally
   b. The main screen displays: the job name, the work unit that the job will sit in, the work location of the job and the publication end date (the last day that applications will be accepted)
   c. To view the job description, click the Job name on the left hand side of the page

3. **How to Apply**
   a. There are 2 ways to apply
      i. Click the hand icon on the right hand side of the page that corresponds to the job that you would like to apply for

      ii. **Once this button is clicked, the user will be prompted to confirm their application for that job. By clicking the OK button 🖫 the application will be submitted**

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Open Positions

REMEMBER – Before applying for an open pos... ...he "My Professional Information" section of ESS and upload a current CV in the "My Docu... ...you do not complete both of these actions.

● Application History

Open Positions

Confirmation

Do you want to request the job: Engagement Manager II-G?

Filter

Job/Position: All

Job	Work Unit	Work Location	Publication End Date
Engagement Manager II-G	Global Engagement	USA-Seattle, Washington	04/25/2014

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   iii. From the Job Description page, click the floppy disk icon at the bottom of the job description

4. **Application History**
   a. Once the user has applied for a job, they will be automatically taken to the "Application History" screen
   b. This screen will display a complete list of all jobs that the user has applied to
   c. Click the "Open Positions" button to return the main screen

Application History

View your application history.

● Open Positions

Approved internal mobility requests included or to be included in a recruitment process. The Recruitment Department will contact you.

Job	Request Date
Engagement Manager II-G	04/14/2014

E-mail: WebMaster HR

5. ****Final Note****
   a. **If you have access to ESS, it is important that you always apply internally following the steps outlined above**
   b. **Please do not submit an application on the external job site (wvi.org). This is meant for non-WV staff and you must be recognized as a current employee by applying through ESS.**