

# HOW TO APPLY FOR AN INTERNAL JOB

Follow these three easy steps to apply for an internal job using JAM, the Job Application Method. JAM lets you submit one resume to our employee resume database and then use that resume to “jam” for jobs by applying for open positions within our company.

## Step 1

### Submit your resume to the employee resume database.

It's a good idea to submit your resume to the employee resume database *before* you see a job that interests you.

#### 1. Prepare your resume.

To take advantage of the search tools in the employee resume database, prepare your resume in the recommended format. For instructions, see “How can I make sure that my resume gets into the employee resume database correctly?” on page 2.

You can prepare your resume in one of two ways.

##### • Resume Wizard

1. Resume Wizard formats your resume. Go to the internal jobs Web site on the company intranet at:

[http://internaljobs.our\\_company.com/ResWiz.html](http://internaljobs.our_company.com/ResWiz.html)

2. Type your Resume Wizard *User Name* and *Password*; then click the *Sign In* button. If you don't have a User Name, follow the instructions. If you have a saved resume, Resume Wizard displays it.
3. Type your resume in the boxes. Don't put more than 80 characters on a line. Press the *Enter* key to start a new line.
4. Click the *Preview Resume* button to check your resume's formatting. This button also saves your resume for 90 days. Click it once an hour, or you'll lose your typing.
5. Click the *Submit Resume* button on the Preview window to send your resume to Human Resources.

##### • Word processor

1. Prepare your resume. Use a clear 12-pt. font. Don't use graphics. Don't put more than 80 characters on a line.
2. Put your Social Security Number on the top of your resume.
3. Put this on your resume:  
**Source Code: intjobapp**

### 2. Send your resume to Human Resources.

If you use a word processor to prepare your resume, you can send it to Human Resources in one of three ways. E-mail is preferred.

##### • E-mail

1. Create a new e-mail message and address it to: ***internaljobs@our\_company.com***
2. Type the word RESUME as the subject of the e-mail message.
3. Copy and paste the resume into the text of the e-mail message. ***Don't send the resume as an e-mail attachment.***
4. Click the Send button to send the e-mail message to Human Resources.

##### • Fax

Print your resume and fax it to Human Resources at: ***1-800-555-1234***  
Don't include a cover sheet.

##### • Mail

Print your resume and mail it to:  
***Our Company Human Resources  
P.O. Box 1000  
Anytown, CO 80201***

### 3. Verify that your resume is in the employee resume database.

Processing your resume takes one to two days. For details, see *Frequently Asked Questions* on page 2.

1. After your resume has been processed, call JobLine at 1-800-JKL-JOBS (1-800-555-5627). Press 1 to continue.
2. Press 3 for job-related information.
3. Press 1 for JAM.
4. Press 1 to apply for an internal job.
5. Enter your Social Security Number. JobLine repeats it.
6. If your Social Security Number is correct, press 1. (If it's incorrect, press 2.)

JobLine tells you the date of the resume that is on file for you. This date is the day on which your resume was processed.

## Step 2

### Find open positions.

1. Look on the internal jobs Web site on the company intranet at:

[http://internaljobs.our\\_company.com/](http://internaljobs.our_company.com/)

2. When you find an open position, write down the job opening number, for example: 1234.

# Step 3

## Apply for an open position.

If you don't have a resume in the employee resume database, go to Step 1. If you submitted a resume to Human Resources *before* you became an employee of our company, it won't be in the employee resume database. You must resubmit your resume (follow the instructions in Step 1).

### ***Don't wait until the day when a job opening closes (the job ad's close date) to submit your resume.***

It won't get into the employee resume database in time for you to apply for that job, and you will miss a job opportunity.

1. Call JobLine at 1-800-JKL-JOBS (1-800-555-5627). Press 1 to continue.

2. Press 3 for job-related information.
3. Press 1 for JAM.
4. Press 1 to apply for an internal job.
5. Enter your Social Security Number. JobLine repeats it.
6. If your Social Security Number is correct, press 1. (If it's incorrect, press 2.)  
JobLine tells you the date of the resume that is on file for you. This date is the day on which your resume was processed.
7. Press 2 to apply for a job.
8. Enter the job opening number followed by the # key. For example: 1234#  
JobLine repeats the number you entered.

## Frequently Asked Questions

### **How can I make sure my resume gets into the employee resume database correctly?**

Follow the resume writing instructions:

- You can view instructions at the Job Application Method (JAM) Web site. Go to:  
[http://internaljobs.our\\_company.com/jam/](http://internaljobs.our_company.com/jam/)
- You can get instructions faxed to you. Call 1-800-JKL-JOBS (1-800-555-5627). Press 1 to continue. Press 3 for job-related information. Press 1 for JAM. Press 2 for resume instructions.

### **When I use the Resume Wizard, why do I keep seeing the Sign In window instead of my resume?**

Your browser is not set correctly. For instructions, click the underlined link "Make sure your browser settings are correct" on the Resume Wizard window.

### **Why does my Resume Wizard data disappear?**

If you don't click the *Preview Resume* button at least once an hour, your Resume Wizard session will time out, and you will lose all the information you typed.

### **If I use Resume Wizard to prepare my resume, can I update it?**

Yes. When you click the *Preview Resume* button, Resume Wizard saves your resume for 90 days so you can update it and resubmit it to the employee resume database. When you click the *Submit Resume* button, Resume Wizard first saves your resume and then submits it to the employee resume database.

Each time you save your resume, you have 90 days to update it again. If you don't save your resume during the 90-day period, you must prepare a new version of your resume when you want to update it. If you have a saved resume, Resume Wizard displays it when you enter your Resume Wizard *User Name* and *Password*.

### **How do I modify my resume in the employee resume database?**

If you use Resume Wizard to prepare your resume, you can save it for 90 days. During that period you can update your resume and resubmit it to the employee resume database. See "If I use Resume Wizard to prepare my resume, can I update it?" above.

If you use e-mail, fax, or mail to submit your resume, you must submit a new resume, which will replace your current resume. Follow the instructions in Step 1 to prepare your resume, send it to Human Resources, and verify that it's in the employee resume database.

### **How long does it take to process my resume?**

If Human Resources receives your resume by 5:00 PM Monday through Friday, it will be processed that day. It will be available in the employee resume database the next day, and you can apply for job openings. The fastest ways to submit your resume are Resume Wizard, e-mail, and fax. If Human Resources receives your resume after 5:00 PM, it will be processed the next business day. It won't be available in the employee resume database until two business days after you submit it.

### **When are JobLine's JAM options available?**

JAM options are available from 6 AM to 10 PM seven days a week.

### **How do I inquire about my current job applications or specific job openings?**

Follow instructions 1-6 in Step 3. After JobLine tells you the date of the resume that is on file for you, press 1. Press 1 to inquire about your applications. (Press 2 to inquire about specific job openings.) JobLine tells you how many job openings are active, and the number of each job opening.

### **Can I inquire about a current application after the job opening closes?**

Yes, you can inquire about a current application for up to 30 days after the job opening closes.

### **How do I cancel a job application?**

Follow instructions 1-6 in Step 3. After JobLine tells you the date of the resume on file for you, press 3 to cancel a previous application. Enter the number of the job opening you want to cancel.

### **Who can I call for help?**

Call the Help Line at 1-800-JKL-HELP (1-800-555-4357). Human Resources help specialists are available from 6 AM to 10 PM seven days a week.

