

#### **STEP 1**

Log into Emory Self Service, www.hr.emory.edu

STEP 2 Use the Careers button to access Emory Internal Careers Portal.

Review Resume/CV, Docs, and Phone

Manage your email subscriptions

View Job Opportunities



# STEP 3

Log into the Internal Careers Portal, you will need your NetID and Password.

# **STEP 4**

To apply, use the View Job Opportunities button.

## STEP 5

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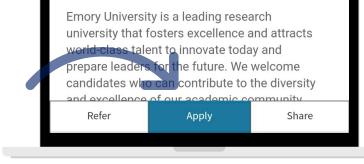
Use the Search Bar at the top of the page to search by Req \_\_\_\_\_ Number or Job Title.

#### **STEP 6**

Apply to the position using the blue Apply for this job online button

> Discover Your Career at Emory University

Search
Explore our staff jobs to find your place at Emory University.
Start your job search here
Start your job search here
All Keywords Any Keywords
Category
(All)
Position Type
(AII)
Location
(All)
Search
Application FAQs
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### STEP 7

# Follow the application steps and submit your application.

#### Questions? emoryrecruiting@emory.edu