Are You a Current Employee? Here’s How to Apply:

**STEP 1**
Log into Emory Self Service, www.hr.emory.edu

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

**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**
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

**STEP 7**
Follow the application steps and submit your application.

Questions? emoryrecruiting@emory.edu