APPLICANTS

Working@Grant

Applying for a Position

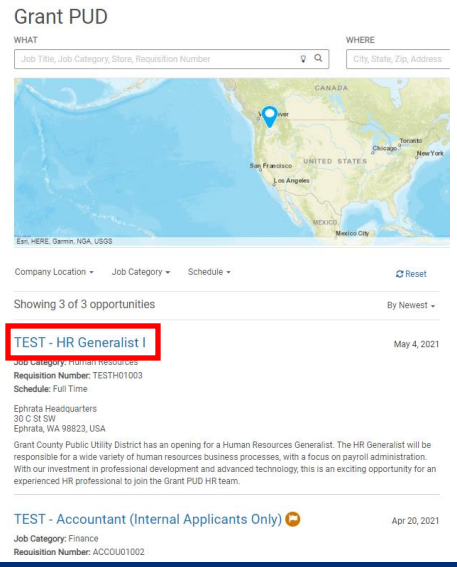
The below link is for external applicants. Current Grant PUD Employees: Please access career opportunities through MyHR; do not apply through the external portal.

Step 1: Find Current Career Opportunities

Visit **grantpud.org/careers** and scroll down

Select position of interest by clicking on the position title

For purposes of this example, we will use the TEST – HR Generalist I position. (NOTE: This is a test position only and will not be available for you to apply.)



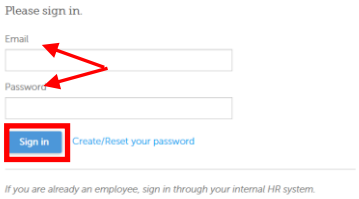
Step 2: Register or Sign In

Click "Apply now"

Returning Applicants

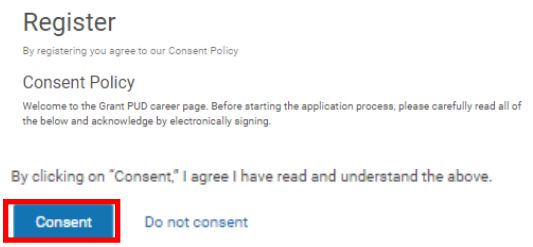
- Click "**Sign In**"

- Enter your "**Email**" and "**Password**"
- Click "Sign In"

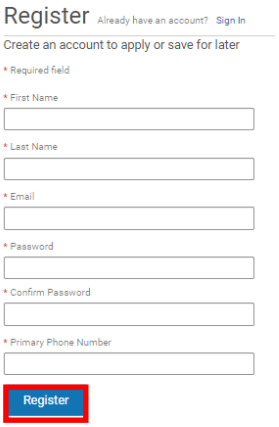


New Applicants

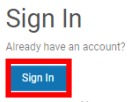
- Register by reading the "**Consent Policy**" and clicking "**Consent**" to proceed.



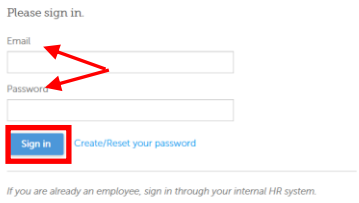
- Fill in the information to create an account and click "**Register**"



- Click “**Sign In**”



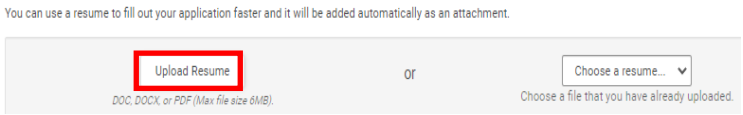
- Enter your “**Email**” and “**Password**”
- Click “**Sign In**”



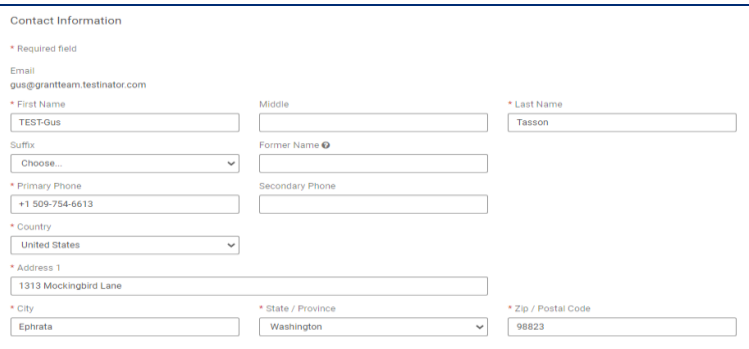
Step 3: Complete the Application

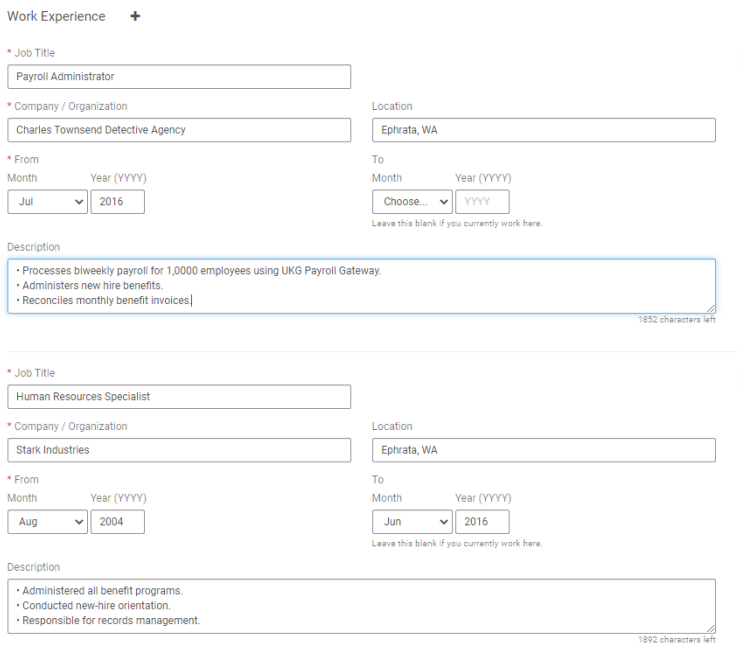
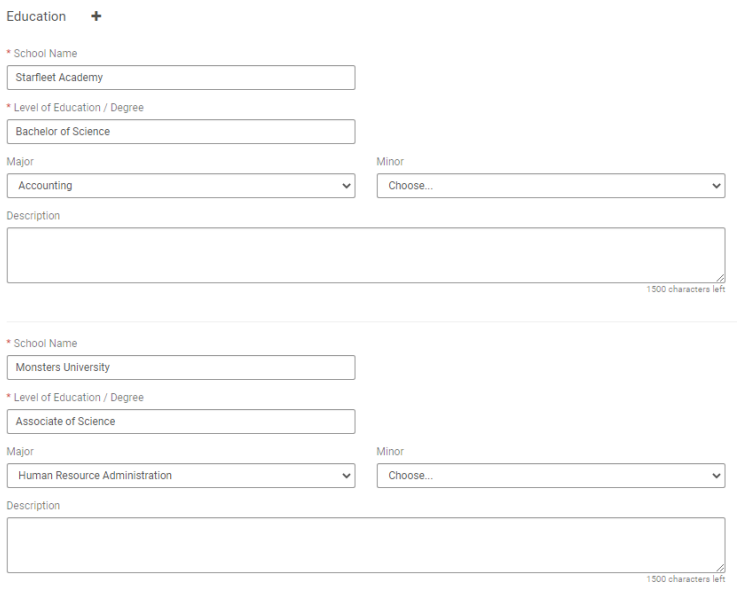
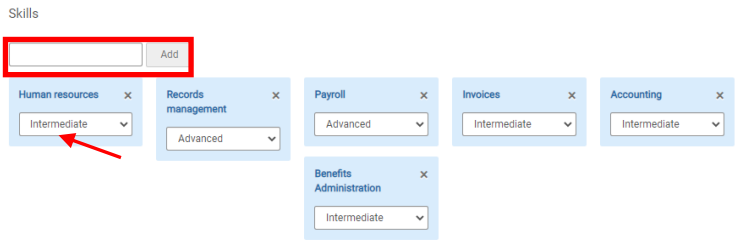
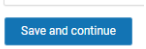
Complete Required Sections: You can either manually complete the application or start by uploading a resume that will parse information from your resume into your application. Below are instructions if you would like to start with uploading a resume.

- Click “**Upload Resume**”
- Browser to your resume
- Double click on your resume
- Information will be pulled from your resume and put into your application



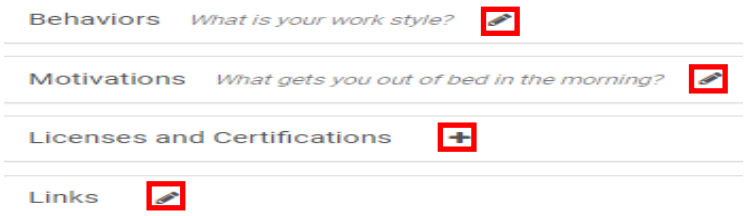
“**Contact Information**”
Validate the information is correct. Update as necessary.



"**Work Experience**" Validate the information is correct. Update as necessary.	
"**Education**" Validate the information is correct. Update as necessary.	
"**Skills**" • If information was pulled from your uploaded resume, review what filled in and adjust level of expertise as needed. • Add additional skills by entering them directly in the box and clicking "**Add**." Then, indicate proficiency level.	
"**Save and continue**"	

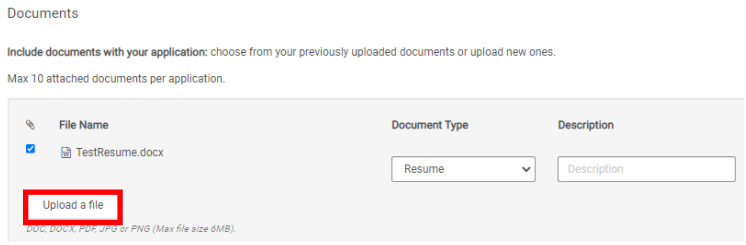
Complete Optional Required Sections, if desired

- Add "**Behaviors**" by clicking the pencil
- Add "**Motivations**" by clicking the pencil
- Add "**Licenses and Certifications**" by clicking the plus sign
- Add "**Links**" (professional links only, such as LinkedIn) by clicking the pencil



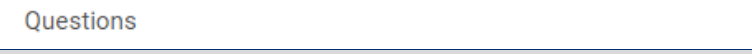
Upload Documents, if desired. There is an option to upload document, such as a cover letter or resume (if you did not upload it at the beginning of the process).

- Click "**Upload a file**"
- Browser to the document
- Double click on the document



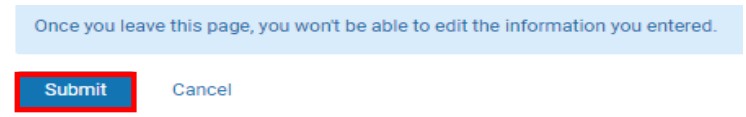
Complete Questions

Respond to each item under "**Questions**"

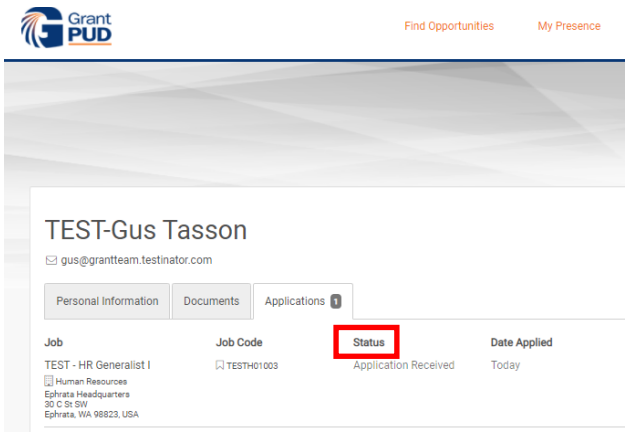


Submit Your Application

Note that after you click "**Submit**," you will not be able to modify your application for the specific position. You will be able to update your *Presence* and applications for future jobs.



Step 4: Monitor the Status of Your Application

Go to "**My Presence**"

Go to the "**Applications**" tab and look at the "**Status**" column