
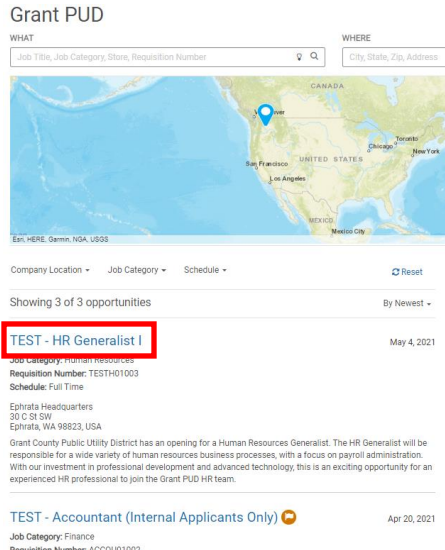


APPLICANTS


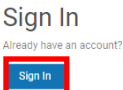
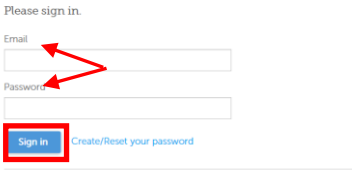
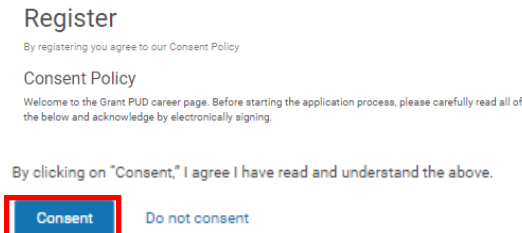
Applying for a Position

****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

<p>Visit grantpud.org/careers and scroll down</p>	
<p>Select position of interest by clicking on the position title</p> <p><i>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.)</i></p>	

Step 2: Register or Sign In

<p>Click “Apply now”</p>	
<p>Returning Applicants</p> <ul style="list-style-type: none"> Click “Sign In”  <ul style="list-style-type: none"> Enter your “Email” and “Password” Click “Sign In”  <p><small>If you are already an employee, sign in through your internal HR system.</small></p>	<p>New Applicants</p> <ul style="list-style-type: none"> Register by reading the “Consent Policy” and clicking “Consent” to proceed.  <ul style="list-style-type: none"> Fill in the information to create an account and click “Register”

Register

Already have an account? [Sign In](#)

Create an account to apply or save for later

* Required field

* First Name

* Last Name

* Email

* Password

* Confirm Password

* Primary Phone Number

Register

- Click **“Sign In”**

Sign In

Already have an account?

Sign In

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

Please sign in.

Email

Password

Sign In [Create/Reset your password](#)

If you are already an employee, sign in through your internal HR system.

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

You can use a resume to fill out your application faster and it will be added automatically as an attachment.

Upload Resume

DOC, DOCX, or PDF (Max file size 6MB)

or

Choose a resume...

Choose a file that you have already uploaded.

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

Contact Information

* Required field

Email

* First Name Middle * Last Name

Suffix Former Name

* Primary Phone Secondary Phone

* Country

* Address 1

* City * State / Province * Zip / Postal Code

“Work Experience”

Validate the information is correct. Update as necessary.

Work Experience +

* Job Title
Payroll Administrator

* Company / Organization
Charles Townsend Detective Agency

Location
Ephrata, WA

* From
Month Year (YYYY)
Jul 2016

To
Month Year (YYYY)
Choose... YYYY
Leave this blank if you currently work here.

Description
• Processes biweekly payroll for 1,000 employees using UKG Payroll Gateway.
• Administers new hire benefits.
• Reconciles monthly benefit invoices]

1852 characters left

* Job Title
Human Resources Specialist

* Company / Organization
Stark Industries

Location
Ephrata, WA

* From
Month Year (YYYY)
Aug 2004

To
Month Year (YYYY)
Jun 2016
Leave this blank if you currently work here.

Description
• Administered all benefit programs.
• Conducted new-hire orientation.
• Responsible for records management.

1892 characters left

“Education”

Validate the information is correct. Update as necessary.

Education +

* School Name
Starfleet Academy

* Level of Education / Degree
Bachelor of Science

Major
Accounting

Minor
Choose...

Description

1500 characters left

* School Name
Monsters University

* Level of Education / Degree
Associate of Science

Major
Human Resource Administration

Minor
Choose...

Description

1500 characters left

“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.

Skills

Add

Human resources x
Intermediate

Records management x
Advanced

Payroll x
Advanced

Invoices x
Intermediate

Accounting x
Intermediate

Benefits Administration x
Intermediate

“Save and continue”

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

Behaviors *What is your work style?*

Motivations *What gets you out of bed in the morning?*

Licenses and Certifications

Links

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

Documents

Include documents with your application: choose from your previously uploaded documents or upload new ones.
Max 10 attached documents per application.

File Name	Document Type	Description
<input checked="" type="checkbox"/> TestResume.docx	Resume	Description

Upload a file

DOC, DOCX, PDF, JPG or PNG (Max file size 6MB).

Complete Questions

Respond to each item under “Questions”

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.

Once you leave this page, you won't be able to edit the information you entered.

Submit Cancel

Step 4: Monitor the Status of Your Application

Go to “My Presence”

[Find Opportunities](#) **[My Presence](#)**

Go to the “Applications” tab and look at the “Status” column

Grant PUD Find Opportunities My Presence

TEST-Gus Tasson
✉ gus@grantteam.testinator.com

Personal Information Documents Applications **1**

Job	Job Code	Status	Date Applied
TEST - HR Generalist I Human Resources Ephrata Headquarters 30 C St SW Ephrata, WA 98823, USA	TESTH01003	Application Received	Today