

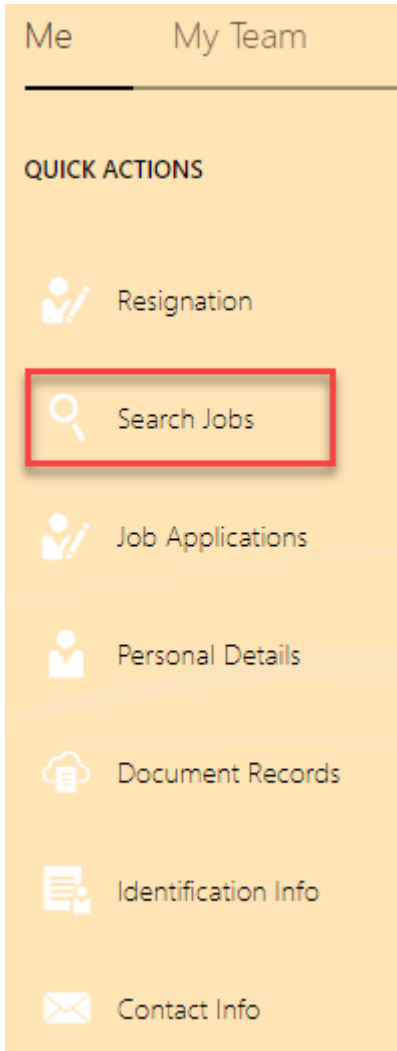
How to Apply for a Job Posting - Internal

Purpose: The purpose of this document is to outline the process for internal employees to submit an application for a job posting in Oracle.

Audience: Internal Employees

Additional Resources:

- [Human Resources Knowledge Base](#)

Process Step & Description	Action
<p>1.0 Navigation</p>	<p>Navigation: Oracle Homepage > Me > Search Jobs</p>  <p>The screenshot shows a navigation menu with two tabs: 'Me' (selected) and 'My Team'. Below the tabs is a section titled 'QUICK ACTIONS' containing several menu items: 'Resignation', 'Search Jobs' (highlighted with a red box), 'Job Applications', 'Personal Details', 'Document Records', 'Identification Info', and 'Contact Info'.</p>

Search and filter the jobs to find the one suitable. You can search and filter by job title, organization name, other keywords and the job location.

Jobs (130)

Sort By Posting Date - New to Old

★ Accounts Payable & Procurement Shared Services Leader (1136)	...
Oakland, CA, United States	
Hiring Manager Foster, Cheryl	Organization GMHEC BU
★ Bookkeeper (1137)	...
Shelburne, VT, United States	
Hiring Manager Schubert, Rebecca	Organization GMHEC BU
★ Benefits Generalist (1130)	...
Monterey, CA, United States	
Hiring Manager Khair, Abul	Organization GMHEC BU
★ Benefits Generalist (1132)	...
Shelburne, VT, United States	
Hiring Manager Foster, Cheryl	Organization GMHEC BU

2.0 Search Job Openings

To view more information about a job, click on the hyperlinked job title.

Jobs (130)

Sort By Posting Date - New to Old

★ Accounts Payable & Procurement Shared Services Leader (1136)	...
Hiring Manager Foster, Cheryl	Organization GMHEC BU

Job Info

Organization GMHEC BU	Posting Date 07-Jun-2021
Job Family Administrative Services	Posting Visibility Internal and External
Locations Oakland, CA, United States	Full or Part Time Full time
Work Locations 120 Graham Way	

Job Details

Organization Description

Application Instructions:

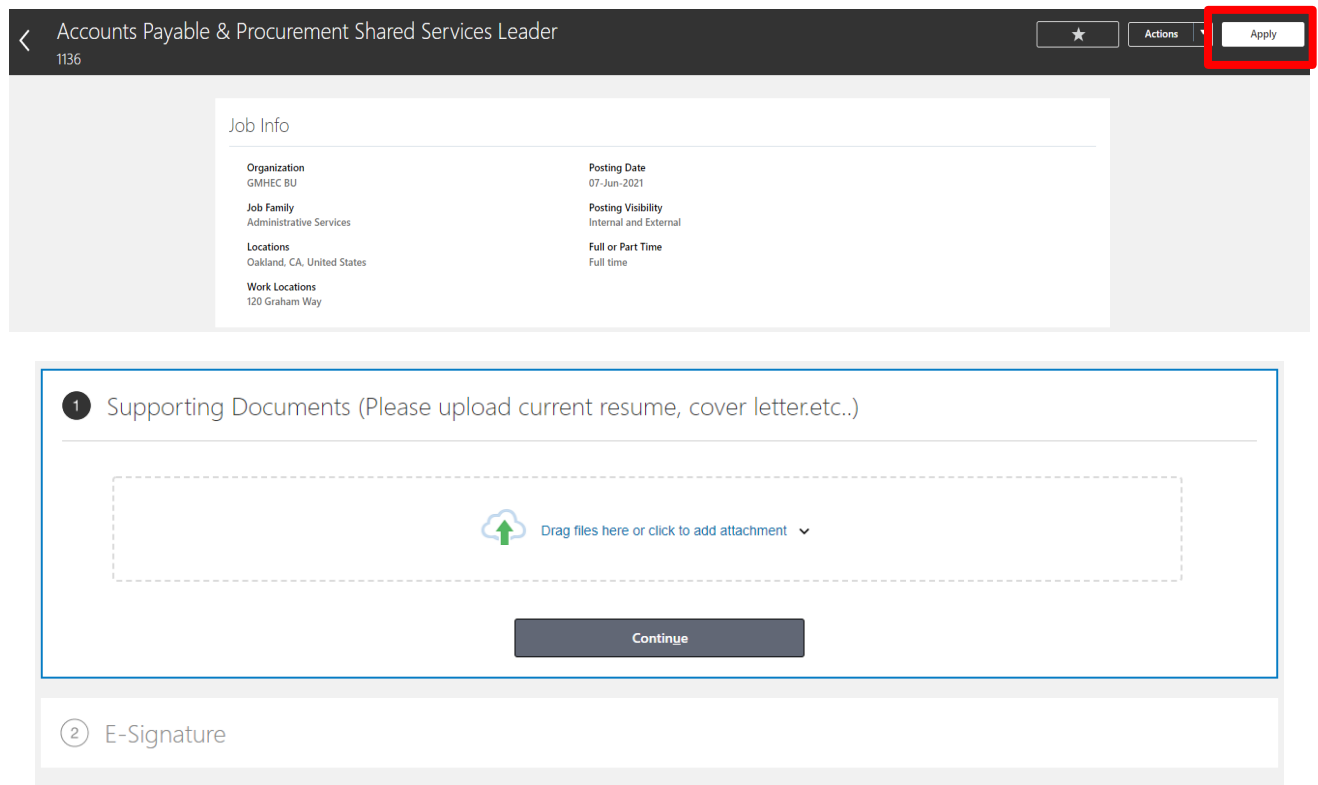
Please be prepared to attach the following documents after clicking on Apply Now button:

- Resume
- Cover Letter

Employer Description

The Green Mountain Higher Education Consortium, located in northern Vermont, was founded by Champlain College, Middlebury College, and Saint Michael's College in 2013. The Consortium aims to help its members to lower costs, increase the quality of services and add strategic value to our members.

To apply for an open position, click on **Apply** within the details screen of a specific job posting. Clicking on **Apply** will enable you to fill in the required details and submit the job application as an *internal candidate*.



3.0 Apply for an Open Job

NOTE: Do not forget to attach a cover letter, resume and other requested documents here. You **will not** be able to go back and add these after submitting your application.

Once you have completed all the required details and submitted your application, a message will appear confirming your submission.

