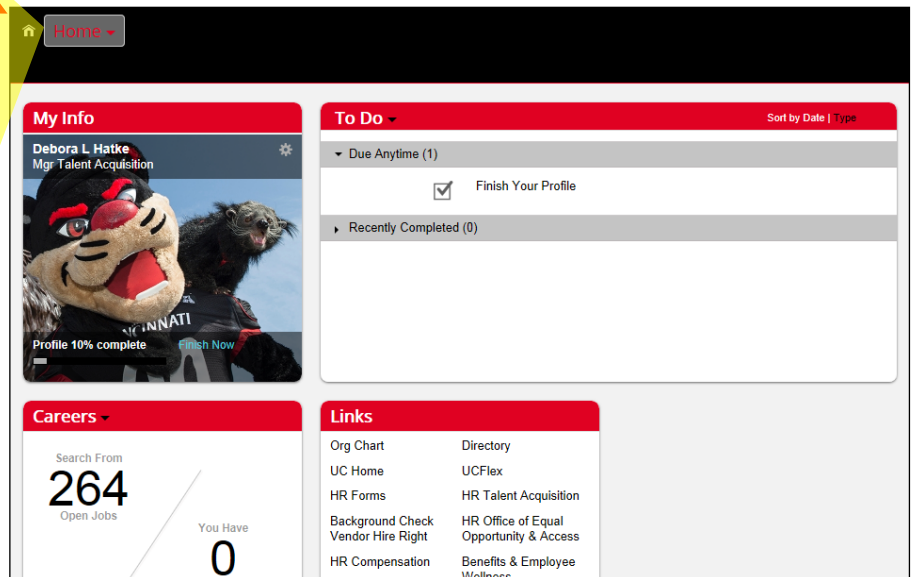
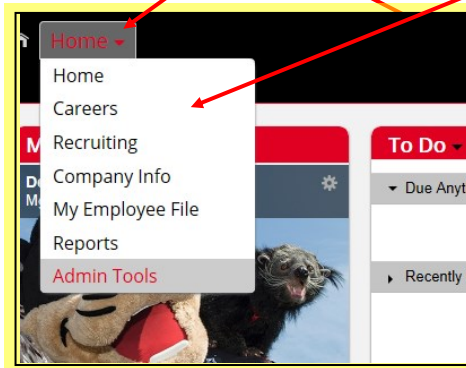


# How To Apply For An Internal Job Opening

Faculty and Staff should do the following:

**NOTE: This method will not work for students or Adjunct Faculty - you must apply as an external applicant.**

1. Go to <https://eai.ucflex.uc.edu>
2. Login using your 6 + 2 and your Password
3. From the **Home** dropdown click on **Careers**

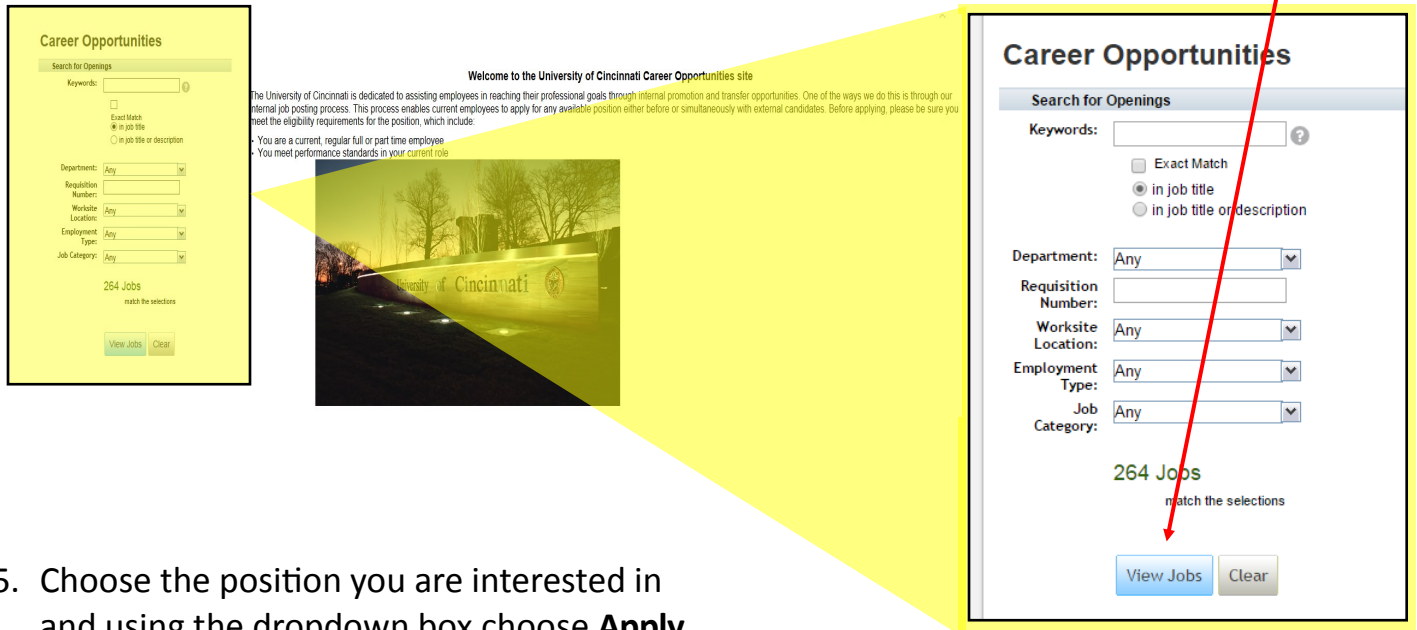


While you are out here take some time to learn **SuccessFactors** and update your profile. An updated profile is important for career development and obtaining information about new job opportunities at UC. In **SuccessFactors** you can:

- Set job notifications to learn instantly about new jobs that fit your criteria
- Update your profile so we know a little more about your interests and skills

## How To Apply For An Internal Job Opening - *continued*

4. On the internal careers site you can search for the job opening—then choose **View Jobs**



**Career Opportunities**

Search for Openings

Keywords:

☐ Exact Match  
☒ in job title  
☐ in job title or description

Department:

Requisition Number:

Worksite Location:

Employment Type:

Job Category:

264 Jobs  
match the selections

[View Jobs](#) [Clear](#)

**Welcome to the University of Cincinnati Career Opportunities site**

The University of Cincinnati is dedicated to assisting employees in reaching their professional goals through internal promotion and transfer opportunities. One of the ways we do this is through our internal job posting process. This process enables current employees to apply for any available position either before or simultaneously with external candidates. Before applying, please be sure you meet the eligibility requirements for the position, which include:

- You are a current, regular full or part time employee
- You meet performance standards in your current role

**Career Opportunities**

Search for Openings

Keywords:

☐ Exact Match  
☒ in job title  
☐ in job title or description

Department:

Requisition Number:

Worksite Location:

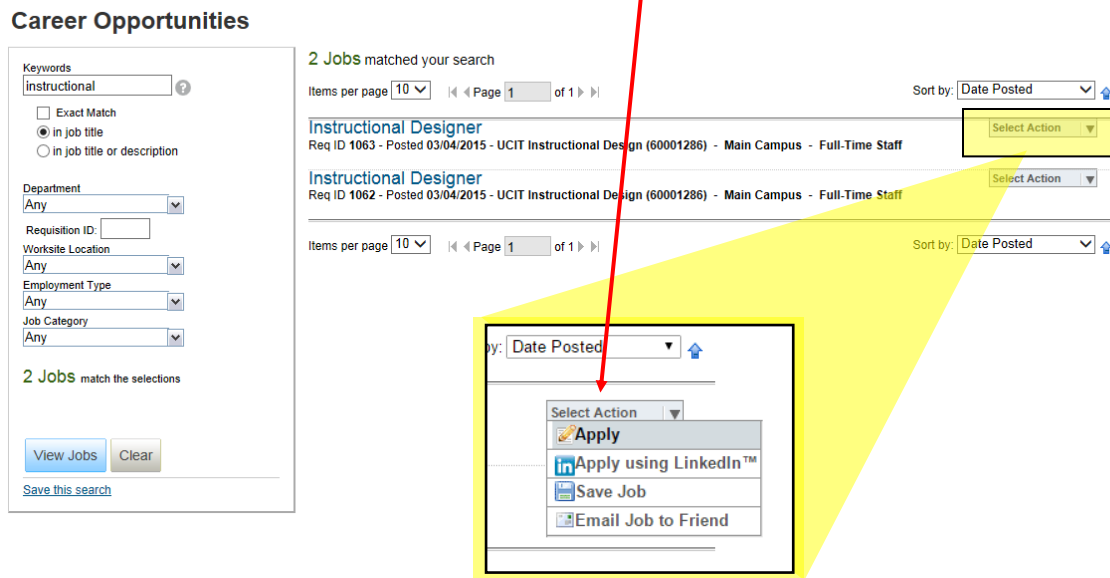
Employment Type:

Job Category:

264 Jobs  
match the selections

[View Jobs](#) [Clear](#)

5. Choose the position you are interested in and using the dropdown box choose **Apply**



**Career Opportunities**

Keywords:  instructional

☐ Exact Match  
☒ in job title  
☐ in job title or description

Department:

Requisition ID:

Worksite Location:

Employment Type:

Job Category:

2 Jobs match the selections

[View Jobs](#) [Clear](#)

[Save this search](#)

2 Jobs matched your search

Items per page:  10 | Page 1 of 1

Sort by:  Date Posted

**Instructional Designer**  
 Req ID 1063 - Posted 03/04/2015 - UCIT Instructional Design (60001286) - Main Campus - Full-Time Staff

**Instructional Designer**  
 Req ID 1062 - Posted 03/04/2015 - UCIT Instructional Design (60001286) - Main Campus - Full-Time Staff

Items per page:  10 | Page 1 of 1

Sort by:  Date Posted

**Select Action**

[Apply](#)

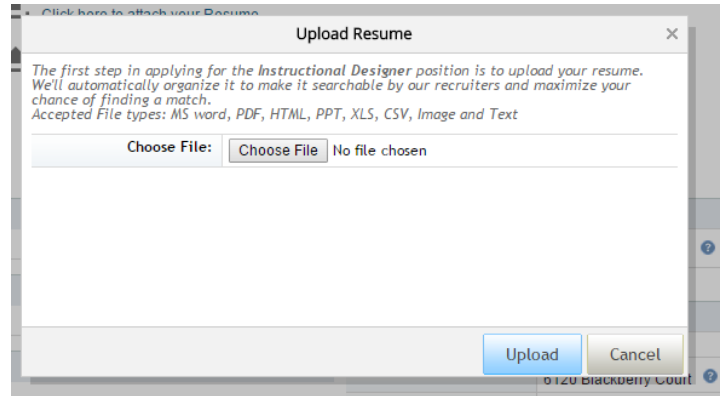
[Apply using LinkedIn™](#)

[Save Job](#)

[Email Job to Friend](#)

## How To Apply For An Internal Job Opening - *continued*

6. You will need to upload a resume if you have not applied for a job in the new system (since March 2015). Be sure your resume is in one of the accepted formats listed (Word, PDF, HTML, PPT, XLS, CSV, Image or Text).



7. Follow the remaining steps to complete your application. **Be sure to SAVE your application before clicking Next to move on to the following pages.**
8. You will need to complete these steps for each application you wish to make.
9. Once your application is complete you will receive an email acknowledging receipt of your application. The email will include a link to be used for accessing your profile in the future. You can also get to your profile via:
- <https://eai.ucflex.uc.edu>
  - Or by going to [www.uc.edu/hr](http://www.uc.edu/hr) and accessing the **Job Seekers** page and choosing the link for **Faculty and Staff**.