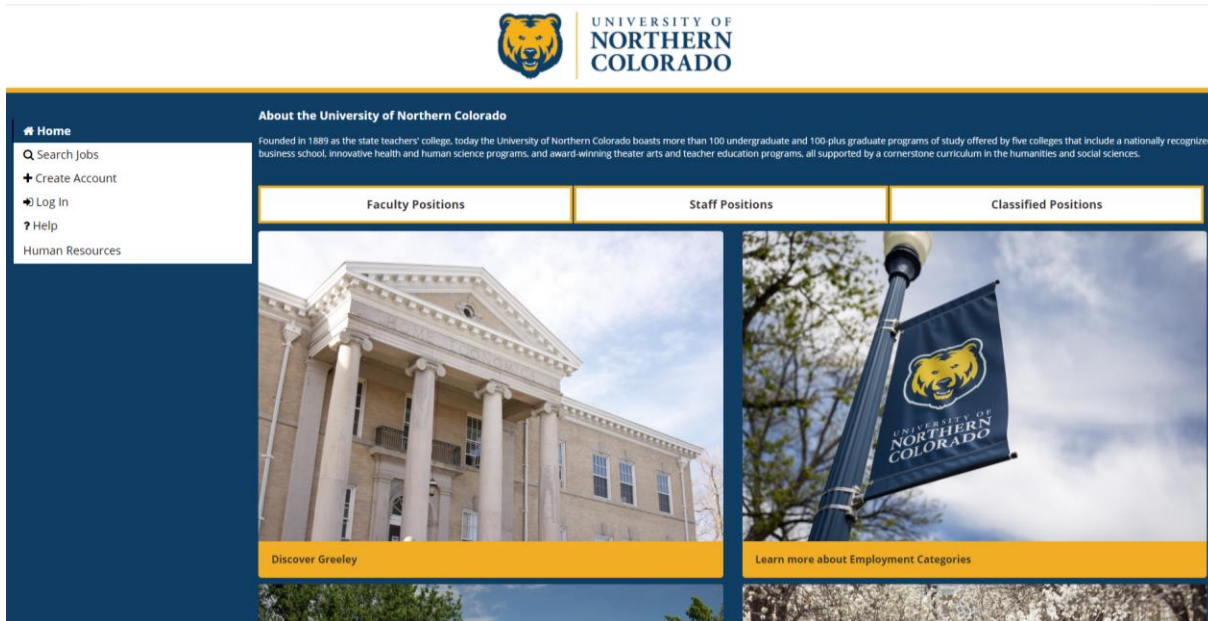


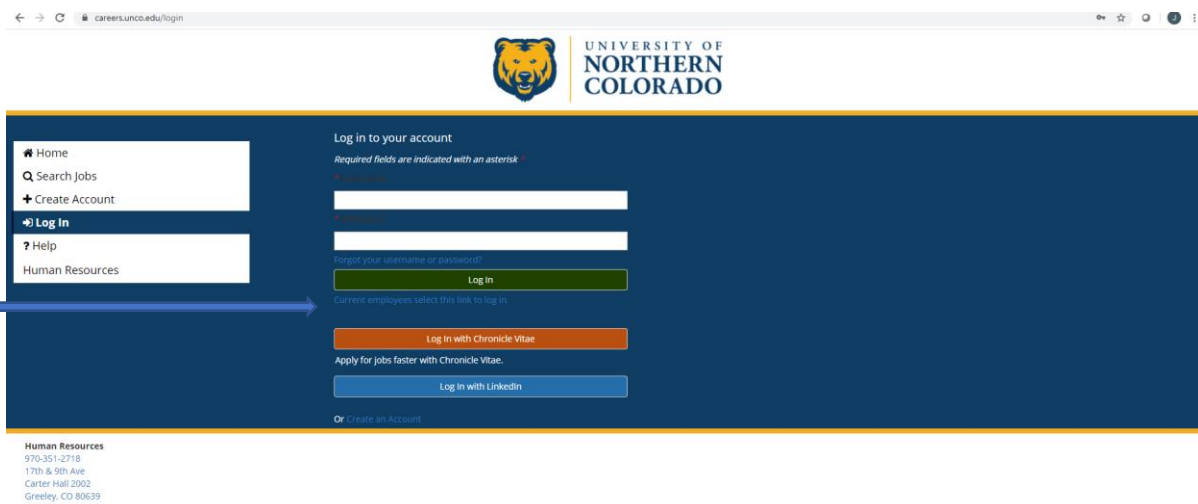


## PROCESS TO APPLY TO INTERNAL ASC JOB OPENINGS

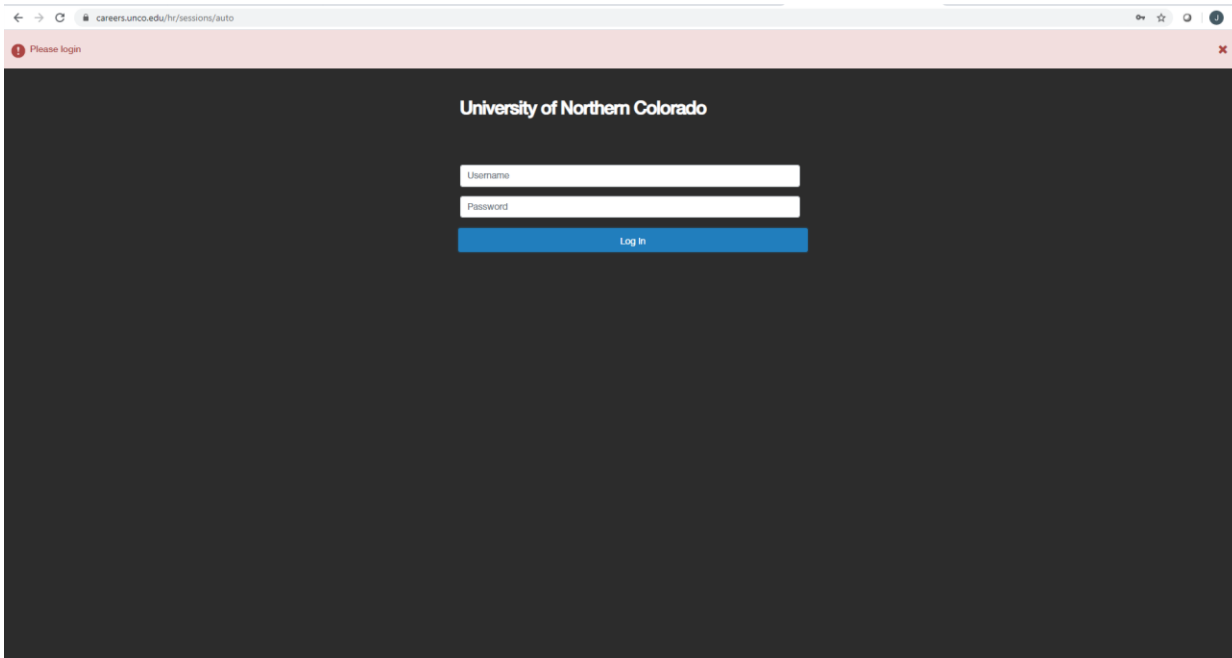
Go to <http://careers.unco.edu>. Click on Log In.



Click on “Current employees select this link to log in”.

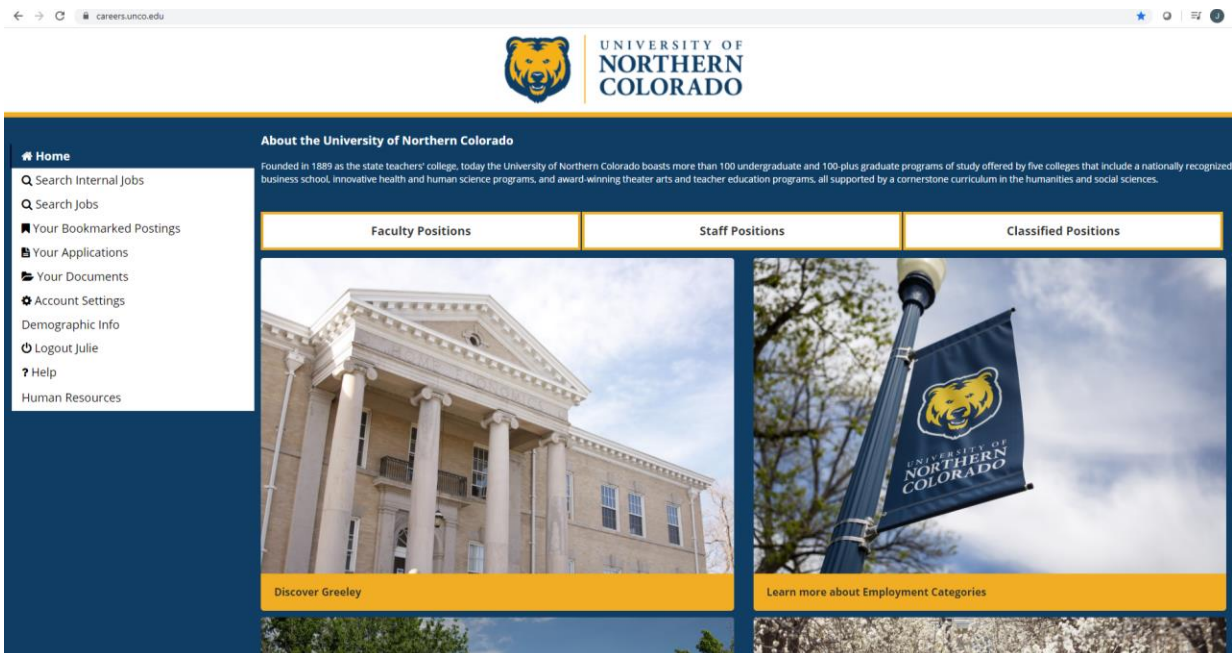


Enter the same username and password you use on your work computer and click Log In.



The screenshot shows a web browser window with the URL `careers.unco.edu/hr/sessions/auto`. A pink banner at the top says "Please login". Below this, on a dark grey background, is the "University of Northern Colorado" logo. Underneath the logo are two white input fields labeled "Username" and "Password", followed by a blue "Log In" button.

Click on Search Internal Jobs.



The screenshot shows the careers website for the University of Northern Colorado. At the top is the university's logo and name. Below this is a navigation menu on the left with a blue arrow pointing to "Search Internal Jobs". The main content area has a header "About the University of Northern Colorado" followed by a paragraph about the university's history and programs. Below this are three tabs: "Faculty Positions", "Staff Positions", and "Classified Positions". Under "Faculty Positions" is a photo of a building with the caption "Discover Greeley". Under "Staff Positions" is a photo of a flag with the caption "Learn more about Employment Categories".

Select View Details under each position to see position details and to apply. A resume and or/cover letter can be attached during the application process.

The screenshot shows a web browser window with the URL `careers.unco.edu/internal_postings/search`. The page features the University of Northern Colorado logo and a navigation menu on the left. The main content area is titled "Search Internal Postings (1)" and includes a search bar with a "Keywords" field and a "Posted Within" dropdown menu. Below the search bar is a "Search" button. The search results section, titled "View Results (1)", displays a single job listing: "(Test) ASC HR Specialist - Open to Performing & Visual Arts Staff -- Internal Only". Below the listing are two buttons: "View Details" and "Bookmark". At the bottom left, there is contact information for Human Resources.

careers.unco.edu/internal\_postings/search

UNIVERSITY OF  
NORTHERN  
COLORADO

Home  
Search Internal Jobs  
Search Jobs  
Your Bookmarked Postings  
Your Applications  
Your Documents  
Account Settings  
Demographic Info  
Logout Julie  
Help  
Human Resources

Search Internal Postings (1)  
View all open Postings below, or enter search criteria to narrow your search.

Keywords  Posted Within Any time period

Search

View Results (1)  
(Test) ASC HR Specialist - Open to Performing  
& Visual Arts Staff -- Internal Only

View Details Bookmark

Human Resources  
970-351-2718  
17th & 9th Ave  
Carter Hall 2002  
Greeley, CO 80639