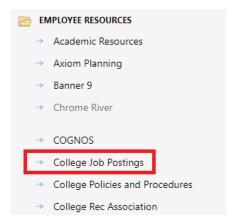
<u>College Job Postings – Internal and Internal/External</u>

With the new People Admin Applicant tracking system, there are some changes to how you look for Job Postings depending on whether they are Internal to the College or open to the general public (External).

On the College website, under <u>Employee Resources</u> click on <u>College Job Postings</u> which will take you to the People Admin website and this web page:



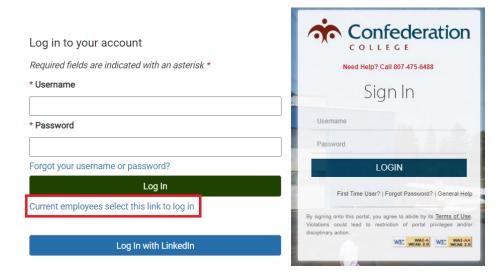
In order to see postings that are Internal to the College, click Search Internal Jobs:



NOTE: To see this option, you may need to log in. Click Log In.



On the log in page, click <u>Current employees select this link to log in</u>. This will bring you to the SSO page where you can log in using your Confederation College information.



In order to see postings that are available to everyone (Internal/External) click **Search Jobs**:

