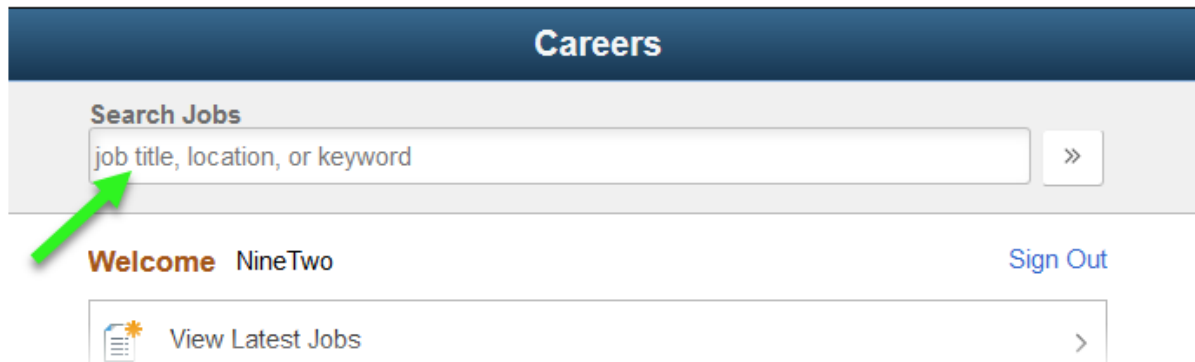
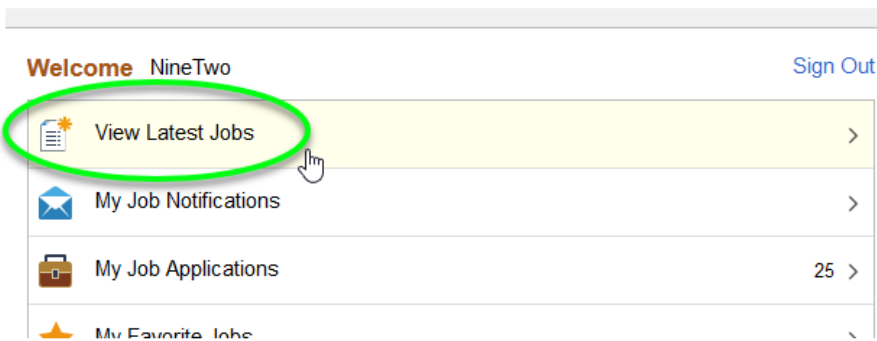


## View Job Openings

1. If you know the job title, job number, or other information about the job opening you are looking for, you can use the **Search Jobs** bar on the Careers homepage to search for the opening.



2. To view current job openings, click the **View Latest Jobs** button.



- a. The **Search Jobs** page will display showing current job openings.

The screenshot shows a 'Search Jobs' interface. On the left, there are three filter categories: 'Location' with options 'Columbia (16)', 'TEST (3)', and 'UM System (1)'; 'Department' with options 'Human Resources Services (5)', 'VP Human Resources (5)', 'Total Reward Operations (3)', and 'SOS Temporary Staffing (2)'; and 'Job Family' with options 'Human Resources (10)', 'Student & Temporary (3)', 'Office & Administrative (2)', and 'Finance & Business (1)'. Below these is 'Job Posted In' with '2017 (17)' and '2016 (2)'. The main search area has a search bar with the text 'job title, location, or keyword', a 'Clear Search' button, and a 'Save Search' button. Below the search bar, it says '20 search result(s)'. The results are listed as follows:

- OUI TESTING - PLEASE APPLY**
  - Job ID: 22420
  - Location: UM System
  - Department: VP Human Resources
  - Job Family: Human Resources
  - Business Unit: University of MO-System
  - Posted Date: 05/14/2017
- HUMAN RESOURCES SPECIALIST I**
  - Job ID: 22408
  - Location: Columbia
  - Department: Human Resources Services
  - Job Family: Human Resources
  - Business Unit: University of MO-Columbia
  - Posted Date: 05/08/2017
- HUMAN RESOURCES SPECIALIST III**
  - Job ID: 22395
  - Location: Columbia
  - Department: Total Reward Operations

The jobs displayed can be filtered by choosing options from the menu on the left-side of the page.

This image is a close-up of the filter menu on the left side of the page. The 'Location' section is expanded, showing 'Columbia (16)', 'TEST (3)', and 'UM System (1)'. The 'Columbia (16)' option is circled in green, and a green arrow points to it from the right. Below the 'Location' section, the 'Department' section is also visible, showing 'Human Resources Services (5)', 'VP Human Resources (5)', and 'Total Reward Operations (3)'. The top of the page shows a 'Careers' button with a left-pointing arrow.

- b. Once an option is selected, it will display above the filtered search results.

**Search Jobs**  
job title, location, or keyword »

[Clear Search](#) [Save Search](#)

Columbia ⊗

16 search result(s)

**HUMAN RESOURCES SPECIALIST I**  
Job ID 22408  
Location Columbia  
Department Human Resources Services  
Job Family Human Resources  
Business Unit University of MO-Columbia  
Posted Date 05/08/2017

**HUMAN RESOURCES SPECIALIST III**  
Job ID 22395

- c. Filters can be removed individually by clicking the **X** icon on the displayed filter, or by clicking the **Clear All** link, which will remove all filters currently applied.

job title, location, or keyword »

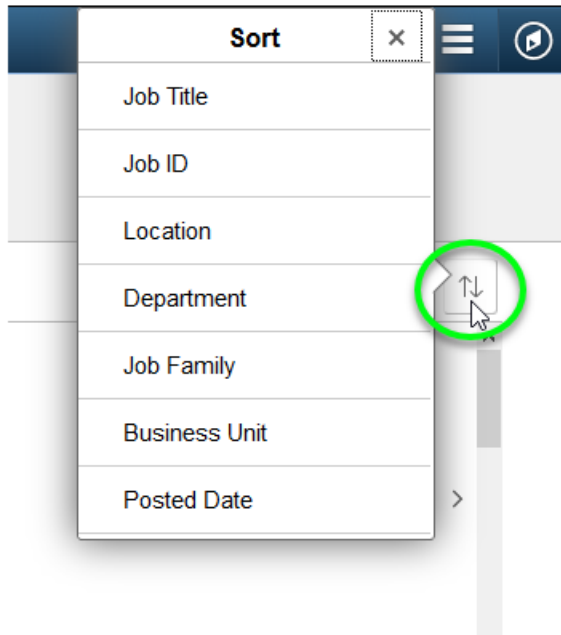
[Clear Search](#) [Save Search](#)

Columbia ⊗ Human Resources ⊗ [Clear All](#)

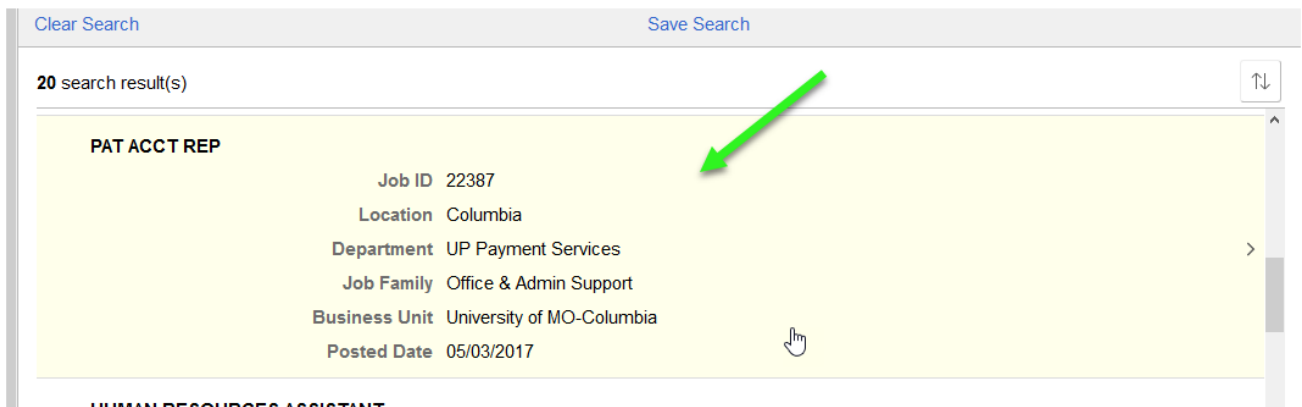
7 search result(s)

**HUMAN RESOURCES SPECIALIST I**

- d. Current jobs and job search results can also be sorted by clicking the **Sort** menu button and choosing one of the options displayed.



- 3. To view a specific job listing, choose the opening you want to view from the list of search results.



- a. The Job Description page will display.

The screenshot shows a web interface for a job description. At the top, there is a navigation bar with a back arrow, 'Search Jobs', 'Job Description', a home icon, a menu icon, and a refresh icon. Below this is a breadcrumb trail: 'Previous Job' and 'PAT ACCT REP' with a 'Next Job' arrow. The main content area displays 'Job ID 22387' and 'Full/Part Time Full-Time'. Below this, there are two links: 'Add to Favorite Jobs' (with a star icon) and 'Email this Job' (with an envelope icon). A green 'Apply for Job' button is visible in the top right corner. The page also contains sections for 'Benefit Eligibility', 'Diversity Commitment', and 'Equal Employment Opportunity' with detailed text and links.

- b. The currently viewed job posting can be added to your favorites by clicking the **Add to Favorite Jobs** link. The currently viewed job posting can also be emailed by clicking the **Email this Job** link.

This image is a close-up of the job details section. It shows 'Job ID 22387' and 'Location Columbia'. Below these details, there are two links: 'Add to Favorite Jobs' (with a star icon) and 'Email this Job' (with an envelope icon). These two links are circled in green. Below the links, the 'Benefit Eligibility' section is partially visible.

- c. Enter an email address in the **To** field and your name in the **Your Name** field. Click the **Send** button in the top-right corner.

**Cancel** **Email Job** **Send**

Enter the email address, using a comma as a separator, of the person to whom you are sending this job information. When you are finished, press the Send button.

\*To:

\*Your Name:

Subject:

Message: Wilson, Wade saw this job opening and thought you might find it interesting.

PAT ACCT REP  
Univ of Missouri Retirees  
Columbia

We would like to invite you to visit our careers site to complete your application.

DIRECTIONS:  
1. Select the link to access our careers site.  
2. Sign In to access your account or if you are not an existing user select the New User link to create one.  
3. Review the job description and select the Apply button to begin your application.

[https://myhrqaup.umssystem.edu/psp/tamext/COLUM/HRMS/c/HRM\\_HRAM\\_FL\\_HRS\\_CG\\_SEARCH\\_FL\\_GBL?Page=HRS\\_APP\\_JBPST\\_FL&Action=U&FOCUS=Applicant&SiteId=6&JobOpeningId=22387&PostingSeq=1](https://myhrqaup.umssystem.edu/psp/tamext/COLUM/HRMS/c/HRM_HRAM_FL_HRS_CG_SEARCH_FL_GBL?Page=HRS_APP_JBPST_FL&Action=U&FOCUS=Applicant&SiteId=6&JobOpeningId=22387&PostingSeq=1)

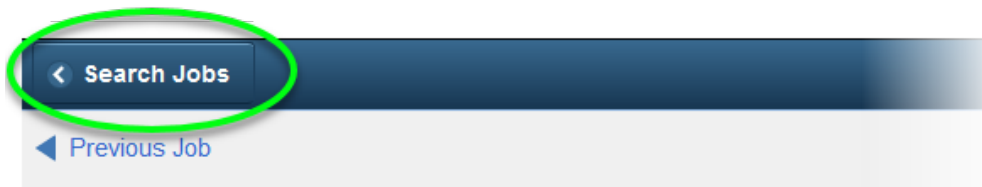
If you are a current employee of our organization please use the following link instead:  
[https://myhrqaup.umssystem.edu/psp/tamext/COLUM/HRMS/c/HRM\\_HRAM\\_EMP\\_FL\\_HRS\\_CG\\_SEARCH\\_FL\\_GBL?Page=HRS\\_APP\\_JBPST\\_FL&Action=U&SiteId=6&FOCUS=Employee&JobOpeningId=22387&PostingSeq=1](https://myhrqaup.umssystem.edu/psp/tamext/COLUM/HRMS/c/HRM_HRAM_EMP_FL_HRS_CG_SEARCH_FL_GBL?Page=HRS_APP_JBPST_FL&Action=U&SiteId=6&FOCUS=Employee&JobOpeningId=22387&PostingSeq=1)

Thank you.

\*\*Disclaimer: Please note that any views or opinions presented in this email are solely those of the sender and do not necessarily represent those of the company.

**Note:** This email contains two links, one for External users and one for Internal users so the generated email can be sent to either.

- d. To view other job openings, click the < **Search Jobs (Back)** button.



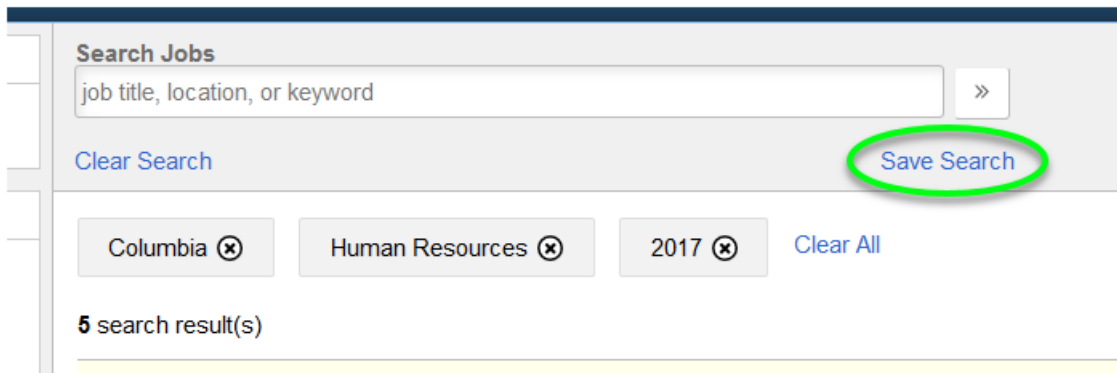
Job ID 22387

Location Columbia

☆ [Add to Favorite Jobs](#)

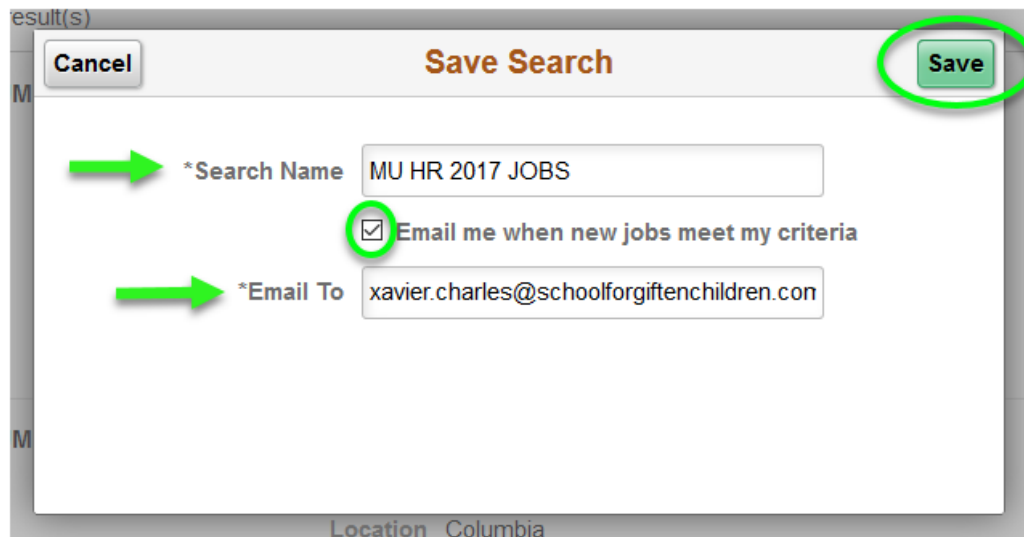
✉ [Email this Job](#)

4. You can save a search if you have selected filters by clicking the **Save Search** link.



The screenshot shows a search interface with a search bar containing "job title, location, or keyword" and a search button. Below the search bar are "Clear Search" and "Save Search" links. The "Save Search" link is circled in green. Below the search bar are three filter buttons: "Columbia", "Human Resources", and "2017", each with a close icon. A "Clear All" link is also present. Below the filters, it says "5 search result(s)".

- Enter a name for the search in the **Search Name** field.
- You can also have an email sent to you when a job is posted that matches the saved search criteria by checking the corresponding **check box** and entering an email address in the **Email To** field.
- Click the **Save** button to save the search.



The screenshot shows a "Save Search" dialog box. It has a "Cancel" button on the left and a "Save" button on the right, which is circled in green. The dialog contains three fields: "\*Search Name" with the value "MU HR 2017 JOBS", "\*Email To" with the value "xavier.charles@schoolforgiftenchildren.com", and a checked checkbox labeled "Email me when new jobs meet my criteria". Green arrows point to the "\*Search Name" and "\*Email To" fields. The dialog also shows "Location: Columbia" at the bottom.

5. To return to the Careers page, click the **< Careers (Back)** button.

