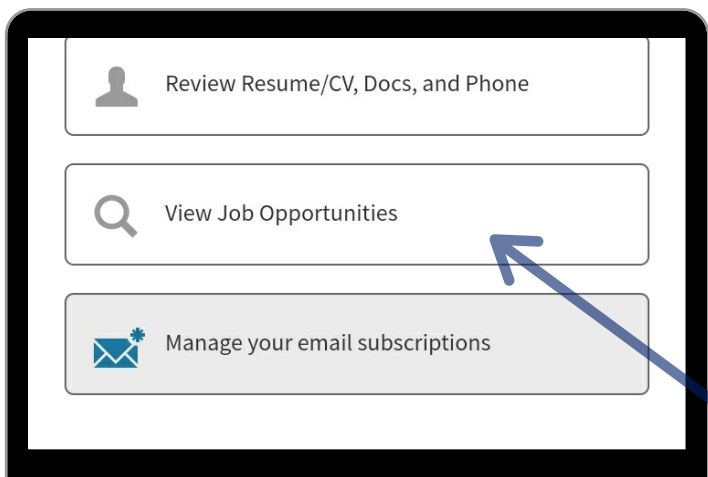


STEP 1

Log into Emory Self Service, www.hr.emory.edu

STEP 2

Use the Careers button to access Emory Internal Careers Portal.



STEP 3

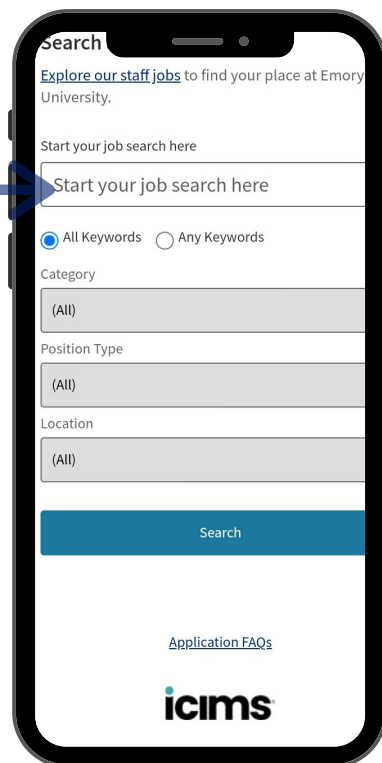
Log into the Internal Careers Portal, you will need your NetID and Password.

STEP 4

To apply, use the View Job Opportunities button.

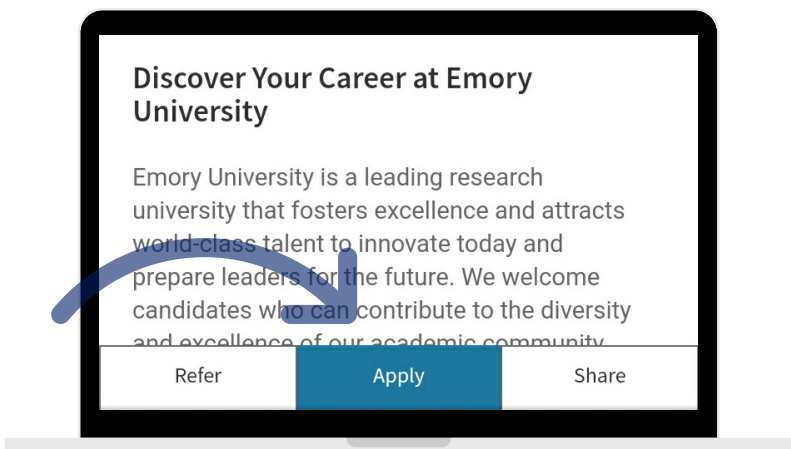
STEP 5

Use the Search Bar at the top of the page to search by Req Number or Job Title.



STEP 6

Apply to the position using the blue Apply for this job online button



STEP 7

Follow the application steps and submit your application.