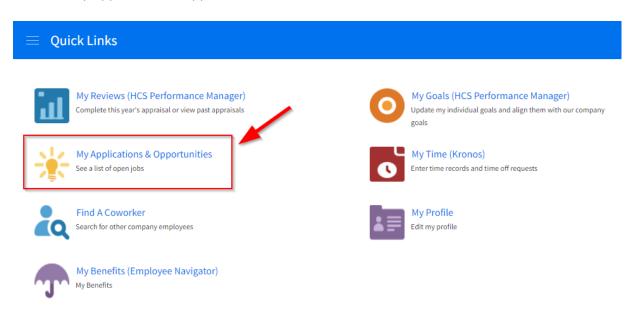


## Instructions for applying as an INTERNAL APPLICANT

- 1. In EvanNet, under the Links section in the lower right corner, click on Employee Space (formerly Employee Self-Service). (You may be asked to login. Use the "prod" option if onsite and the "cloud" option if remote).
- 2. Click on "My Applications & Opportunities."



- 3. From here, you will be able to:
  - search for jobs
  - save jobs to review later
  - apply for jobs
  - track completed applications

## PLEASE NOTE -

- \* All employees who have worked six months past the orientation period in their current position may apply for a transfer or promotion to another position within the Hosptial.
- \* In an effort to keep all lines of communication open between employees and their respective Department Director, the employee must notify their Department Director prior to applying.
- \* In order to have the best consideration, employees are encouraged to apply within the first few days from the posting date. We also encourage internal applicants to submit a resume for consideration.