

# Find Jobs

## Overview

Enables you to search for and apply for internal job postings.

**Who Does This:** Employee

## Things to Know:

- Use the Find Jobs (not the external CoorsTek careers site) to apply for internal job posting. This will ensure you get preference as an Internal Candidate.
- We strongly encourage that you speak with your current supervisor to let them know you are applying for another position.



Career

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### Step 1

Choose the Talent and Performance worklet.

Actions

Find Jobs

Refer a Candidate

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### Step 2

Under Job Openings, choose **Find Jobs**.

All internal job postings will automatically display.

Current Search

Save

Clear All

✓ Full/Part-time

Full time (16)

Part time (4)

✓ Hiring Manager

> Primary Location

3





### Step 3

Use the facets on the left to filter results by Hiring Manager, Primary Location, etc.

Or use the search function to search for job(s)

Or simply scroll through the list of current openings.

<div data-bbox="110 132 786 310" style="border: 2px solid #00AEEF; padding: 10px;"> <p><b>Accounts Payable II</b>  R-100302   Posting Date: 10/31/2017   CoorsTek  Headquarters</p> </div> <div data-bbox="808 142 850 197" style="font-size: 24px; font-weight: bold; color: #00AEEF; text-align: right;">4</div>	<p><b>Step 4</b>  Click on the Job for which you want to apply.</p>
<p><b>Job Description</b> <span style="float: right; font-size: 24px; font-weight: bold; color: #00AEEF;">5</span></p> <p>Ready to build a better career?</p> <p>We value our talented employees, and whenever possible strive recruiting new talent to our open positions. If you think the open talk to your current manager and apply!</p> <p>Our people make all the difference in our success as we build b</p> <p>Accounts Payable III (Internal Exempt Test)</p> <p>xxxxx  Please note that you must be in good standing and in your curre to apply for other internal positions. Policy can be reviewed in tl rateServices/HR/Pages/Guidelines.aspx</p> <div data-bbox="131 934 371 1035" style="border: 2px solid #00AEEF; padding: 5px; text-align: center; width: fit-content; margin: 10px auto;"> <p style="background-color: #FFA500; color: white; border-radius: 15px; padding: 5px 15px;">Apply</p> </div>	<p><b>Step 5</b>  Click <b>Apply</b>.</p>
<div data-bbox="212 1087 672 1866" style="border: 2px solid #00AEEF; padding: 10px;"> <div style="background-color: #0056B3; color: white; padding: 5px;"> <p><b>Apply to Job</b>  Internal: Accounts Pa  Test) <span style="border: 1px solid white; border-radius: 10px; padding: 2px 5px; font-size: 0.8em;">Actions</span></p> </div> <div style="padding: 10px 0 10px 20px;"> <p><b>Job History</b></p> <p>none entered</p> <p><b>Education</b></p> <p>none entered</p> <p><b>Skills</b></p> <p>none entered</p> <p style="text-align: right; font-size: 0.8em;">Need to make changes?</p> </div> </div> <div data-bbox="704 1100 743 1155" style="font-size: 24px; font-weight: bold; color: #00AEEF; text-align: right;">6</div>	<p><b>Step 6</b>  Review your Job History, Education and Skills listed.</p>

<p>Need to make changes? <span style="float: right;">7</span></p> <p style="text-align: center;"><b>Go to your profile</b></p> <p>Resume / Cover Letter</p> <p>-----</p>	<p><b>Step 7</b> To make changes and updates to your information, click <b>Go to your profile</b>.</p>
<p> <b>Job</b> <span style="float: right;">8</span></p>	<p><b>Step 8</b> Select <b>Job</b> on the left.</p>
<p>Professional Profile <span style="float: right;">More ▾</span> <span style="float: right;">9</span></p> <div style="border: 2px solid #00AEEF; padding: 10px;"> <p><b>Job History</b> + Add</p> <p><b>Education</b> + Add</p> <p><b>Skills</b> + Add</p> <p><b>Projects</b> + Add</p> <p><b>Upload My Experience</b> <b>Upload</b></p> </div>	<p><b>Step 9</b> Click <b>Add</b> or <b>Edit</b> in each section to update details of your professional profile.</p> <p>Note: You may also click <b>Upload</b> to import Job History and Education details from your resume.</p>
<p> <span style="float: right;">10</span></p> <p>Secure   https://impl.workday.com</p> <p>Apps CoorsTek Intranet Oracle   PeopleSoft</p> <p>Implementation - coorstek2</p> <p> <input type="text" value="Search"/></p> <p></p>	<p><b>Step 10</b> Once you have updated your profile, choose <b>back arrow</b> to return to job description.</p>

Apply

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### Job Details

Job Requisition ID R-100301  
Location [CoorsTek Headquarters](#)  
Posting Date 10/30/2017 - 17 days ago  
Job Family [Accounts Payable](#)  
Time Type Part time  
Job Type Regular

#### Step 11

Select **Apply** to return to your job application.

Go to your profile

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Resume / Cover Letter

Drop files here  
or  
Select files

Submit

#### Step 12

Click **Select files** to upload a copy of your Resume and/or Cover Letter.

13




enter your comment

Submit

Save for Later

#### Step 13

Once you have updated your information, select **submit** to complete your application.

 <p>Process Successfully Completed</p> <p>&gt; <b>Details and Process</b></p> <p><b>Done</b></p>	<p><b>Step 14</b> Click done to exit.</p>
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## FAQ's

**What happens next?** Your application will be reviewed by the Talent Acquisition Team. Our Talent Acquisition Team makes every effort to contact internal applicants and we are interested in hearing from you. Please don't hesitate to reach out if you haven't heard from a member of our team.