

Creating a **Favorite Job** allows you to specify jobs that are of interest to you so you can quickly view those jobs

1. Select **Me** to display your employee functions
2. Click **Current Jobs**

The screenshot displays the ESS user interface. At the top, there is a navigation bar with several tabs: 'Me', 'My Team', 'My Client Groups', 'Benefits Administration', 'Risk Management', 'Sales', and 'Service'. The 'Me' tab is highlighted with a red box. Below the navigation bar, the interface is divided into two main sections: 'QUICK ACTIONS' on the left and 'APPS' on the right. The 'QUICK ACTIONS' section contains a vertical list of icons and labels: Personal Details, Document Records, Identification Info, Contact Info, Family and Emergency Contacts, My Organization Chart, My Public Info, and Change Photo. The 'APPS' section contains a grid of icons and labels: Directory, Onboarding, Checklist Tasks, Pay, Time and Absences, Career and Performance, Personal Information, Learning, What to Learn, Benefits, Current Jobs, and Wellness. A red arrow points from the 'Me' tab to the 'Current Jobs' icon, which is also highlighted with a red box.

3. Using a **keyword** or **filter**, search for the desired job

### Current Jobs

*Search by job title, organization, or other keyw* Lansing,MI,United States

4. Click the **Star** next to any job you want to save as a **Favorite**

**Note:** Upon selecting, the star will turn yellow

### Jobs (2)

Lansing, MI, United States

Hide Filters

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Filters
Clear All
Sort By Relevance

**Location**

 Lansing, MI, United States (2)

**Job Family**

 Manager (1)  
 Professional (1)

**Organization**

 CMHA-CEI Division (1)  
     Community Mental Health  
 Authority of Clinton, Eaton, Ingham Counties (1)

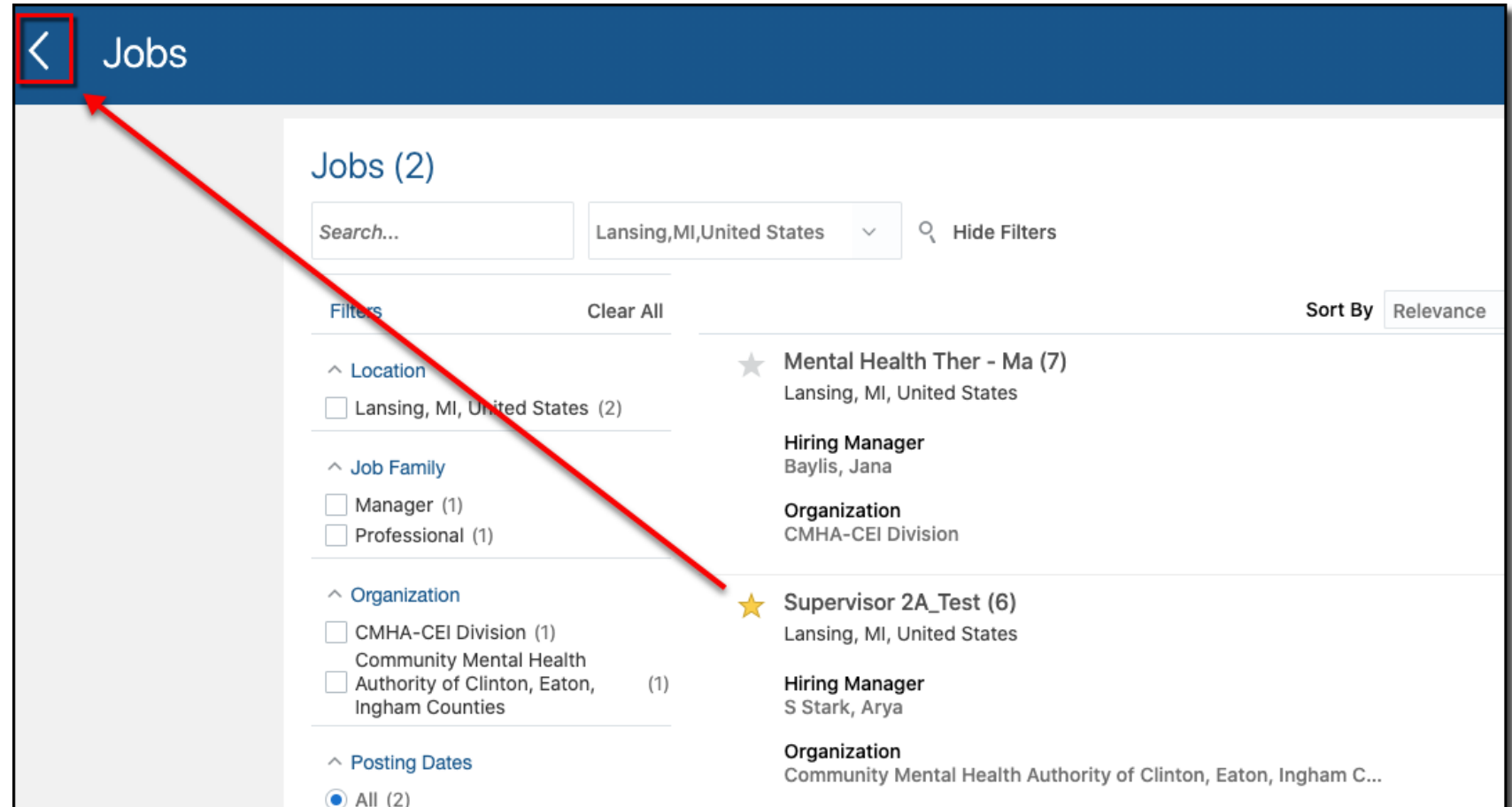
**Posting Dates**

 All (2)  
 Today (0)  
 Less than 7 Days (0)  
 Less than 30 Days (0)  
 Greater than 30 Days (2)

★ **Mental Health Ther - Ma (7)** ...  
 Lansing, MI, United States  
  
**Hiring Manager**  
 Baylis, Jana  
  
**Organization**  
 CMHA-CEI Division

★ **Supervisor 2A\_Test (6)** ...  
 Lansing, MI, United States  
  
**Hiring Manager**  
 S Stark, Arya  
  
**Organization**  
 Community Mental Health Authority of Clinton, Eaton, Ingham C...

5. Click the **back arrow** < to go back to the **Current Jobs** page



The screenshot shows the 'Jobs' page in the ESS system. The page title is 'Jobs' and the breadcrumb is 'Jobs (2)'. A search bar is present with the text 'Search...'. The location is set to 'Lansing, MI, United States'. There are filters for Location, Job Family, Organization, and Posting Dates. The 'Location' filter is expanded, showing 'Lansing, MI, United States (2)'. The 'Job Family' filter is expanded, showing 'Manager (1)' and 'Professional (1)'. The 'Organization' filter is expanded, showing 'CMHA-CEI Division (1)' and 'Authority of Clinton, Eaton, Ingham Counties (1)'. The 'Posting Dates' filter is expanded, showing 'All (2)'. The job list shows two jobs: 'Mental Health Ther - Ma (7)' and 'Supervisor 2A\_Test (6)'. The 'Supervisor 2A\_Test (6)' job is marked as a favorite with a yellow star. A red box highlights the back arrow in the top left corner, and a red arrow points from the 'Supervisor 2A\_Test (6)' job to the back arrow.

Jobs (2)

Search... Lansing, MI, United States Hide Filters

Filters Clear All Sort By Relevance

Location

Lansing, MI, United States (2)

Job Family

Manager (1)

Professional (1)

Organization

CMHA-CEI Division (1)

Community Mental Health

Authority of Clinton, Eaton, Ingham Counties (1)

Posting Dates

All (2)

★ Mental Health Ther - Ma (7)

Lansing, MI, United States

Hiring Manager

Baylis, Jana

Organization

CMHA-CEI Division

★ Supervisor 2A\_Test (6)

Lansing, MI, United States

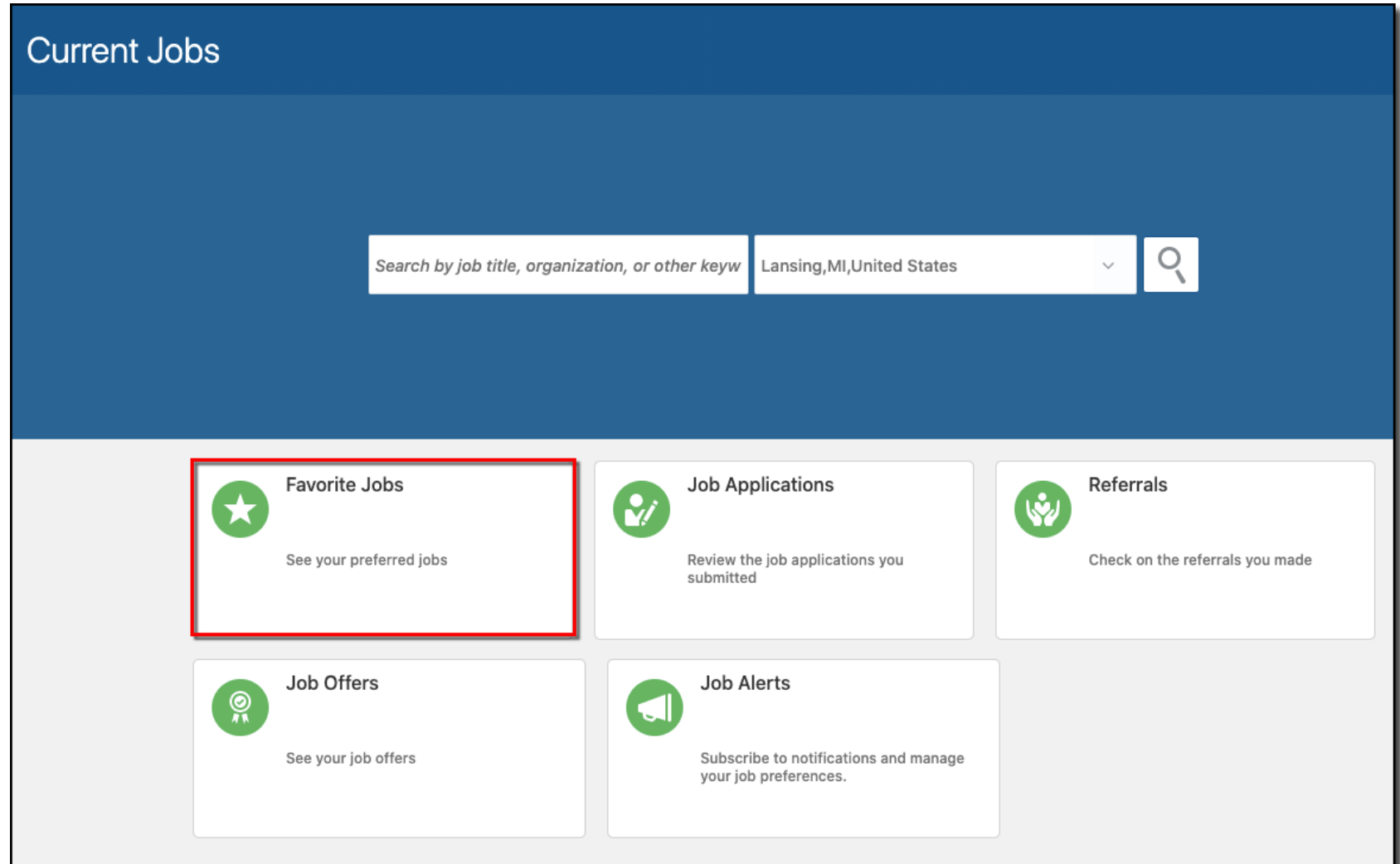
Hiring Manager

S Stark, Arya

Organization

Community Mental Health Authority of Clinton, Eaton, Ingham C...

6. Click the **Favorite Jobs** tile

The screenshot shows the 'Current Jobs' dashboard. At the top, there is a search bar with the placeholder text 'Search by job title, organization, or other keyw' and a dropdown menu showing 'Lansing,MI,United States'. Below the search bar, there are five tiles: 'Favorite Jobs' (highlighted with a red border), 'Job Applications', 'Referrals', 'Job Offers', and 'Job Alerts'. Each tile contains an icon and a brief description of the function.

Current Jobs

Search by job title, organization, or other keyw Lansing,MI,United States

**Favorite Jobs**  
See your preferred jobs

**Job Applications**  
Review the job applications you submitted

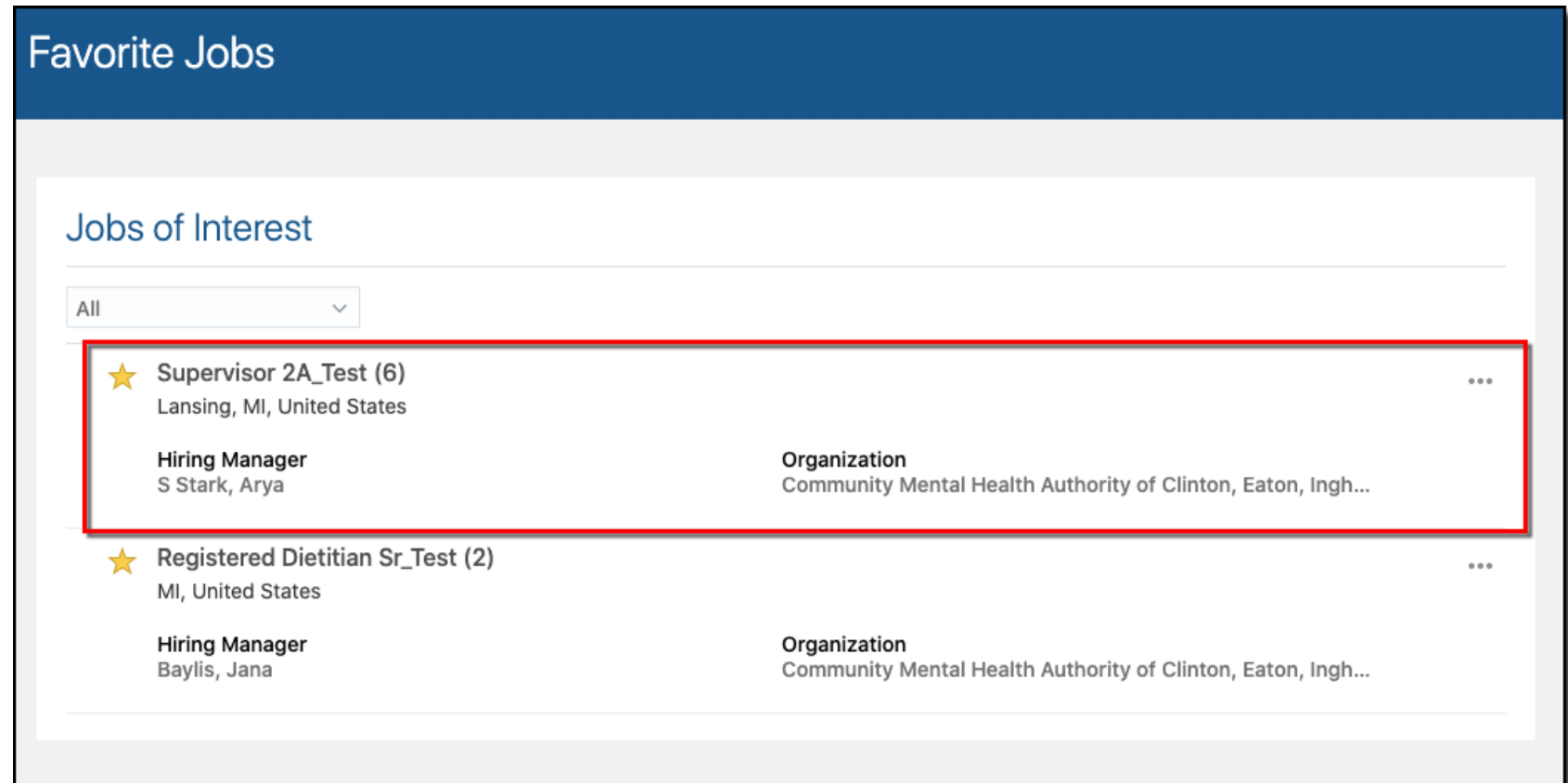
**Referrals**  
Check on the referrals you made

**Job Offers**  
See your job offers

**Job Alerts**  
Subscribe to notifications and manage your job preferences.

7. The job selected and starred is displayed on **the Favorite Jobs** page for quick and easy viewing

**End of Procedure**



**Favorite Jobs**

**Jobs of Interest**

All

★	<b>Supervisor 2A_Test (6)</b> Lansing, MI, United States	...
	<b>Hiring Manager</b> S Stark, Arya	<b>Organization</b> Community Mental Health Authority of Clinton, Eaton, Ingh...
★	<b>Registered Dietitian Sr_Test (2)</b> MI, United States	...
	<b>Hiring Manager</b> Baylis, Jana	<b>Organization</b> Community Mental Health Authority of Clinton, Eaton, Ingh...