


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

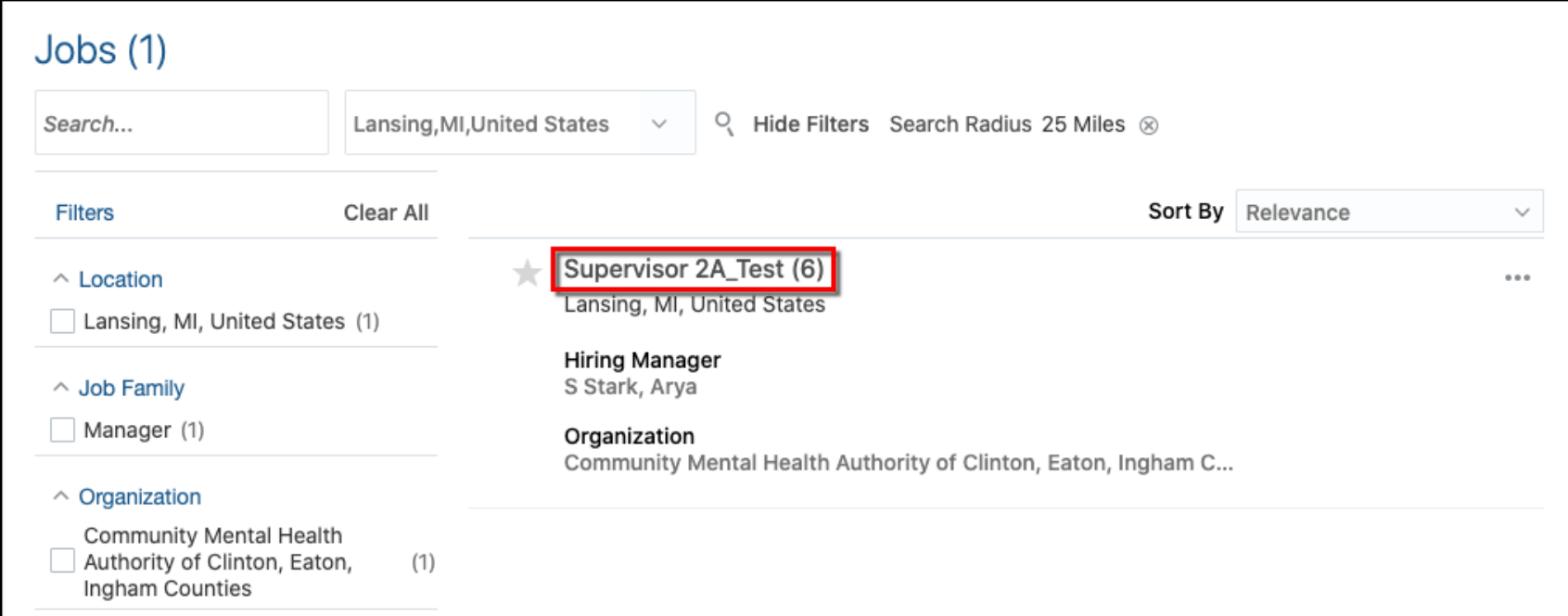
The screenshot displays the ESS application interface. At the top, a navigation bar contains several menu items: 'Me', 'My Team', 'My Client Groups', 'Benefits Administration', 'Risk Management', 'Sales', and 'Service'. The 'Me' item is highlighted with a red rectangular box. Below the navigation bar, the interface is divided into two main sections: 'QUICK ACTIONS' on the left and 'APPS' on the right. The 'QUICK ACTIONS' section lists several options: 'Personal Details', 'Document Records', 'Identification Info', 'Contact Info', 'Family and Emergency Contacts', 'My Organization Chart', 'My Public Info', and 'Change Photo'. The 'APPS' section features a grid of icons for various functions: '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 originates from the 'Me' menu item and points directly to the 'Current Jobs' icon, which is also highlighted with a red rectangular box.

3. Enter the desired search criteria and click the **Search** button (magnifying glass)



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

4. Click the hyperlinked **job title** for the job in which you will apply



### Jobs (1)

Search... Lansing,MI,United States Hide Filters Search Radius 25 Miles

Filters Clear All Sort By Relevance

- Location
  - Lansing, MI, United States (1)
- Job Family
  - Manager (1)
- Organization
  - Community Mental Health Authority of Clinton, Eaton, Ingham Counties (1)

★ **Supervisor 2A\_Test (6)**  
Lansing, MI, United States

**Hiring Manager**  
S Stark, Arya

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

5. View the **Job Info** and **Job Details**

6. Click **Apply**

The screenshot shows a job listing interface. At the top, the job title 'Supervisor 2A\_Test' is displayed with a star icon and an 'Actions' dropdown menu. The 'Apply' button is highlighted with a red box and a red arrow pointing to it. Below the title, the job details are organized into two sections: 'Job Info' and 'Job Details'.

Job Info	
<b>Organization</b> Community Mental Health Authority of Clinton, Eaton, Ingham ...	<b>Work Locations</b> Jolly
<b>Job Family</b> Manager	<b>Posting Date</b> 9/27/2020
<b>Job Grade</b> 430 - 512 Supervisors Unit - Level A	<b>Posting Visibility</b> Internal and External
<b>Locations</b> Lansing, MI, United States	<b>Full or Part Time</b> Full time

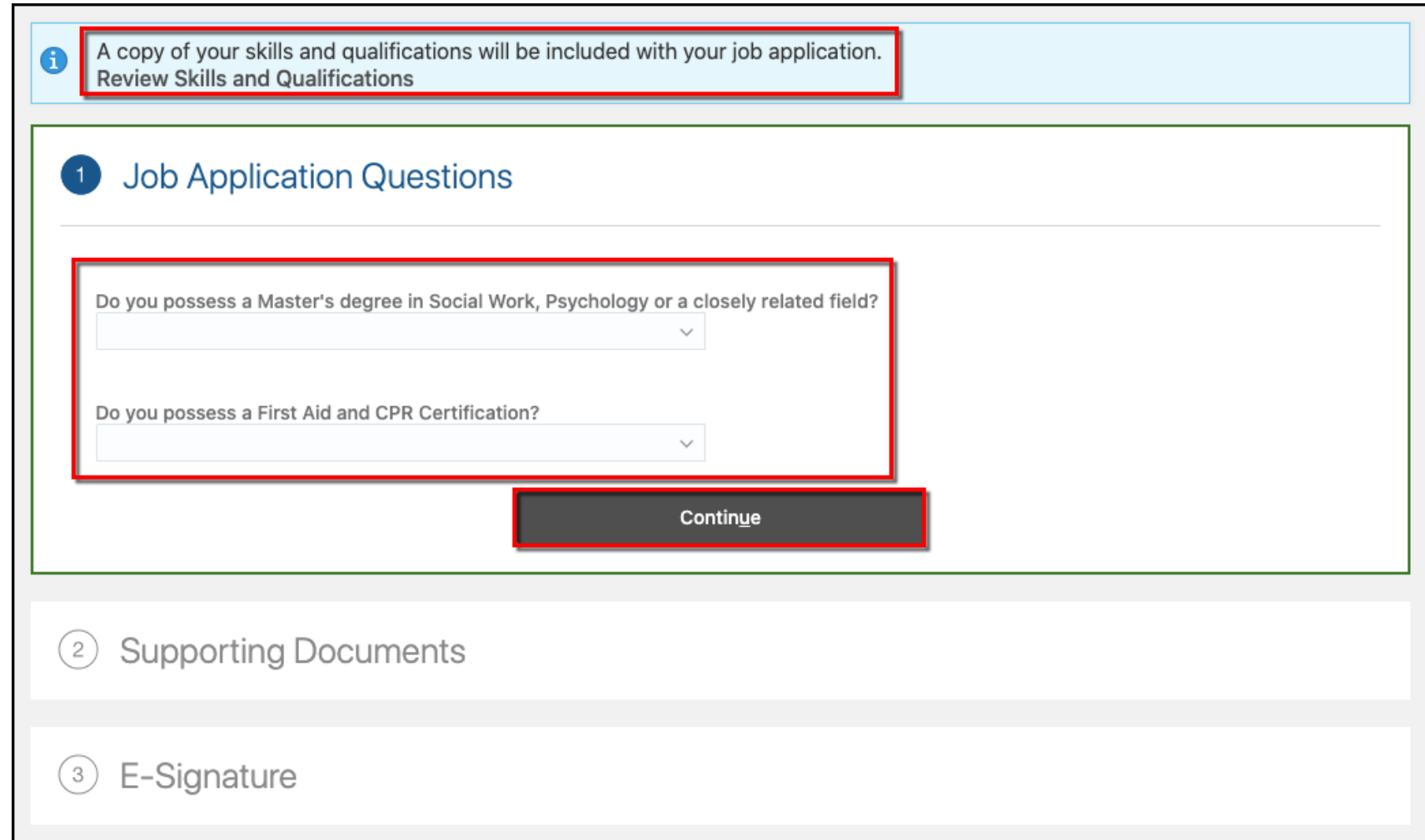
Job Details
<b>Job Description</b> CMHA-CEI Posting Description

**Note:** The skills and qualifications associated with your talent profile will be included on your application

Be sure your talent profile is up-to-date before applying to a job

7. If applicable, answer any **qualifying questions**

8. Click **Continue**



**i** A copy of your skills and qualifications will be included with your job application.  
[Review Skills and Qualifications](#)

### 1 Job Application Questions

Do you possess a Master's degree in Social Work, Psychology or a closely related field?

Do you possess a First Aid and CPR Certification?


**Continue**

2 Supporting Documents

3 E-Signature


9. Drag or upload any **supporting documents** such a resume

10. Click **Continue**

 A copy of your skills and qualifications will be included with your job application.  
Review Skills and Qualifications

① Job Application Questions Edit

② Supporting Documents

 Drag files here or click to add attachment ▾

**Continue**

11. Enter your **E-Signature**

12. Click **Submit**

### Complete Job Application

Supervisor 2A\_Test, 6

**Submit** **Cancel**

**i** A copy of your skills and qualifications will be included with your job application.  
Review Skills and Qualifications

**1** Job Application Questions **Edit**

**2** Supporting Documents **Edit**

**3** E-Signature


By submitting my application and/or providing this information, I understand and agree that the information I provide will be used by CMHA-CEI (Community Mental Health Authority of Clinton, Eaton, Ingham Counties) for consideration for employment.

**\*Employee Name**

Arya Stark

13. Confirm the application was submitted successfully

**End of Procedure**

 You applied on 11/8/2020

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### Job Info

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<b>Organization</b> Community Mental Health Authority of Clinton, Eaton, Ingham ...	<b>Work Locations</b> Jolly
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### Job Details

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**Job Description**  
CMHA-CEI Posting Description