Recruiting: Manage Internal Career Apply

Team Members

Use this job aid to navigate to BJ's internal career site.

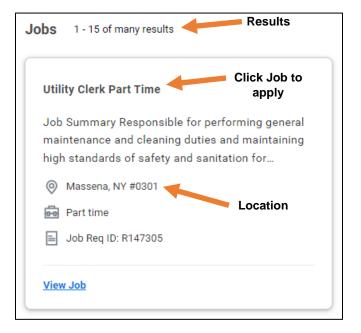
Internal Career Site Navigation

From your home screen:

- 1. Navigate to the **Jobs Hub** application.
- 2. Results appear for recently added jobs.
- 3. Click **Browse Jobs** to search and filter jobs.



Click the job posting to view the description, responsibilities, create a job alert, and to apply or refer a candidate.



 Filters are helpful when you are searching for specific job criteria. Navigate to the left side of the screen to filter job results based on your specific needs and interests. Click the

arrow to expand each section.

- Primary Location: Search job postings in specific locations.
- Hiring Manager: Allows you to select specific hiring manager(s).
- **Job Family**: Search specific areas of the business.
- Job Category: Specify department(s).
- Job Profile: Specify job title(s).
- Organization: Specify jobs in a specific organization with BJ's.
- Management Level: Specify management level from professional, manager, supervisor, etc.
- Skills: Specify specific skills and capabilities.
- Job Type: Select temporary or regular.
- Time Type: Select full time, part time, or both.

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Filters	Clear Filters
Primary Location	
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Hiring Manager	
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Job Family	
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Job Posting Navigation

Once you select a job posting, you are routed to the screen where you can apply, create a job alert, or refer candidates. Before applying to an internal job, please make sure you have discussed this opportunity with your manager.

Before you apply (CSC Applicants):

- Make sure you have been in your current position for at least 1 year.
- You are currently performing at an "acceptable" level or better for at least 3 months as attested by your supervisor via their approval of the internal job application.
- You are not on a written corrective discipline.

Before you apply (DC & Club Applicants):

- Make sure you have been employed with BJ's for at least 6 months and have been in your current job for at least 6 months.
- You have been recommended by your manager and obtained Club Manager approval.
- You have received at least a "meets expectations" or greater on the most recent Team Member Appraisal
- You are not on written warning or in a discipline process.
- For Team Members interested in transfer: There must be an available position at the club of interest.

