

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.

The screenshot shows a job listing for 'Utility Clerk Part Time'. At the top, it says 'Jobs 1 - 15 of many results' with an orange arrow pointing to the word 'Results'. The job title 'Utility Clerk Part Time' has an orange arrow pointing to it with the text 'Click Job to apply'. Below the title is a 'Job Summary' starting with 'Responsible for performing general maintenance and cleaning duties...'. The location 'Massena, NY #0301' is highlighted with an orange arrow and the label 'Location'. Other details include 'Part time' and 'Job Req ID: R147305'. At the bottom, there is a blue link that says 'View Job'.

4. 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.

The 'Filters' sidebar contains several search input fields, each with a magnifying glass icon. The filters are: Primary Location, Hiring Manager, Job Family, Job Category, Job Profile, Organization, Management Level, Skills, Job Type, and Time Type. A 'Clear Filters' link is located at the top right of the sidebar.

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 process.
- 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.

Click to apply

Click to refer a candidate

Click to create an internal job alert

Job description and responsibilities

Job Details

Hiring Manager name

Click to view the Team Members in the organization for the job.

Click to share the job posting on LinkedIn