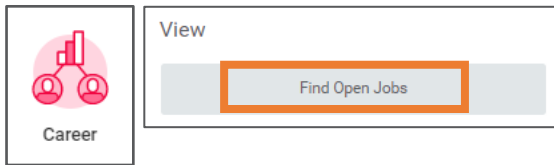


Use this job aid to navigate to BJ's internal career site.

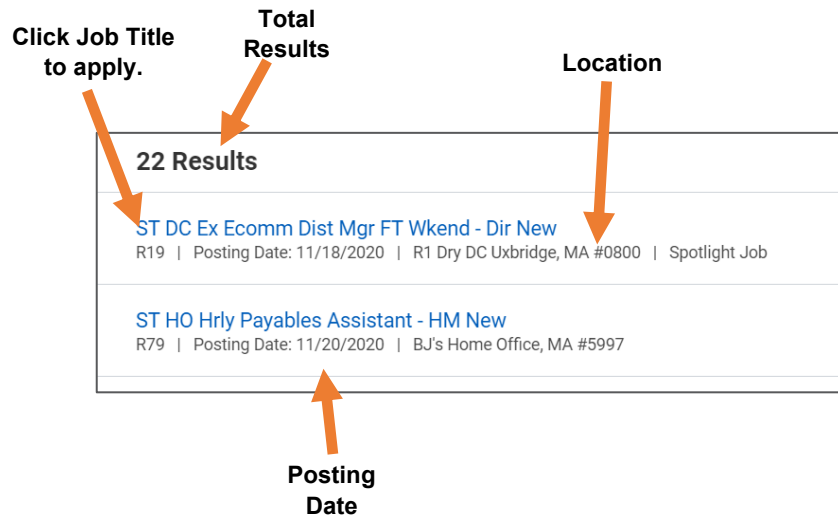
## Internal Career Site Navigation

From your home screen:

1. Navigate to the **Career** application.
2. Select **Find Open Jobs** below to View Column.

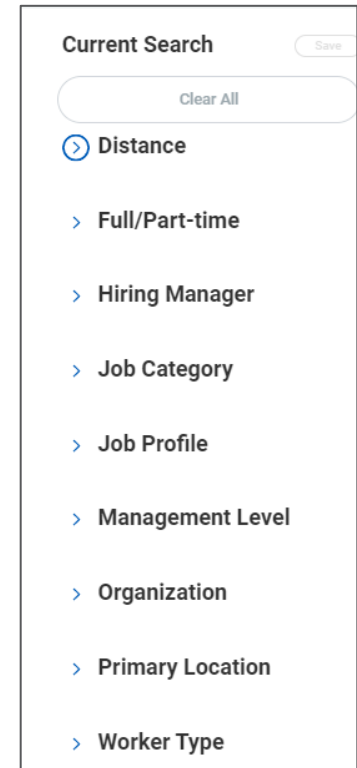


Results appear for all available jobs at BJ's. Click the job title to view the description, responsibilities, and to apply or refer a candidate. The location and posting date details appear below the job title.



3. 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.

- **Distance:** Specify within how many miles of a specific postal code.
- **Full/Part-time:** Select full time, part time, or both.
- **Hiring Manager:** Allows you to select specific hiring manager(s).
- **Job Category:** Specify department(s).
- **Job Profile:** Specify job title(s).
- **Management Level:** Specify management level from professional, manager, supervisor, etc.
- **Organization:** Specify jobs in a specific organization with BJ's.
- **Worker Type:** Select temporary or regular.



## Job Posting Navigation

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

### Before you apply (*Home Office 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.

**Job Description**

*Excited to grow your career?*

We value our talented team members and whenever possible, strive to help one of our associates grow professionally before recruiting new talent to our open positions. If you think the open position you see is right for you, we encourage you to apply!

xxx

**Click to Apply.** → [Apply](#) [Refer](#) ← **Click to refer a candidate.**

**Job Details**

Job Requisition ID	R19
Spotlight Job	Yes
Location	R1 Dry DC Uxbridge, MA #0800
Posting Date	11/18/2020 - 1 month ago
Job Family	DC Logistics
Time Type	Full time
Job Type	Regular
Supervisory Organization	DC 0800 Operations (Michael Lavallee (194265))

**Hiring Manager**

Michael Lavallee (194265) ← **Hiring Manager Name**

**Team Members**

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

**Job description and responsibilities**