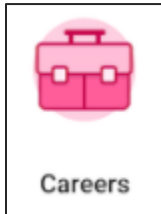


Use this job aid to apply to an internal job as a Team Member or Contingent Worker using the Workday mobile app.

Internal Career Site App Navigation

From your Workday mobile home screen:

1. Navigate to the **Careers** application.



2. Click **Find Jobs**.



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 right side of the screen to filter job results based on your specific needs and interests.



4. Click the arrow to expand each section.
 - a. **Distance:** Specify within how many miles of a specific postal code.
 - b. **Primary Location:** Specify location(s).
 - c. **State:** Specify state(s)
 - d. **Job Category:** Specify department(s).

- e. **Job Profile:** Specify job title(s).
- f. **Full/Part-time:** Select full time, part time, or both.
- g. **Management Level:** Specify management level from professional, manager, supervisor, etc.
- h. **Organization:** Specify jobs in a specific organization with BJ's.
- i. **Hiring Manager:** Allows you to select specific hiring manager(s).
- j. **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.

Job Posting Navigation (continued)

- 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.

1. Select the job you want to apply for and click **Apply**. The following fields populate automatically based on your Workday Profile: Job History, Education, Certifications, Languages, Skills.
2. Upload a resume and cover letter by clicking the attachment icon.
3. Answer the required questions:



Per our internal transfer policy, have you been in your current position for the required length of time? (Required)

Yes

No

Have you discussed your internal job application with your current Manager? (Required)

Yes

No

4. Click **Submit**.