



Apply for Jobs

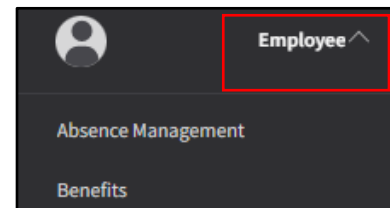
Luma Role: Employee

Reason: An employee needs to apply for jobs in Luma.

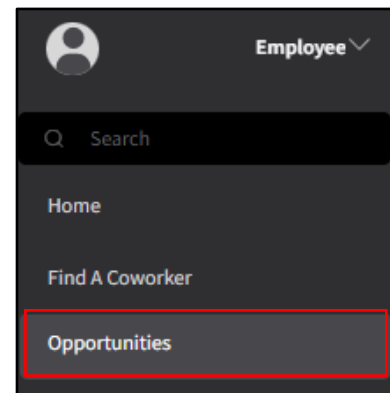
1. From the available application menu, select the **Infor Global HR** application.



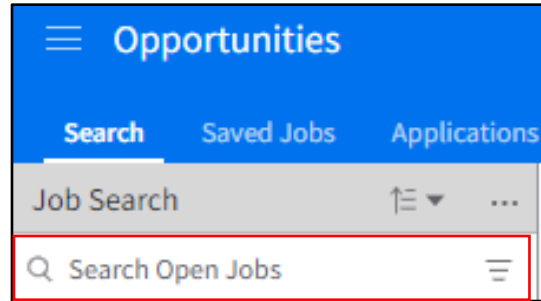
Ensure **Employee** is selected in the role switcher.



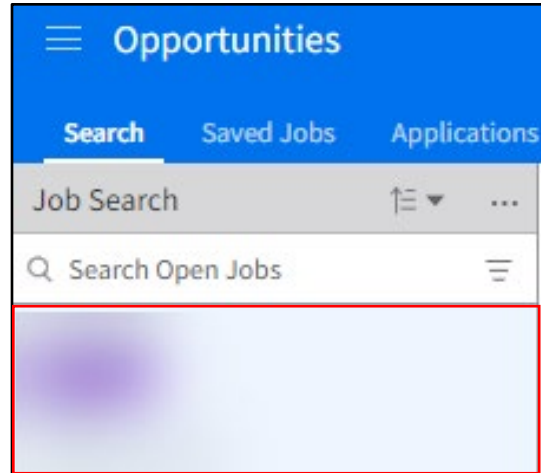
2. Select **Opportunities** from the menu.



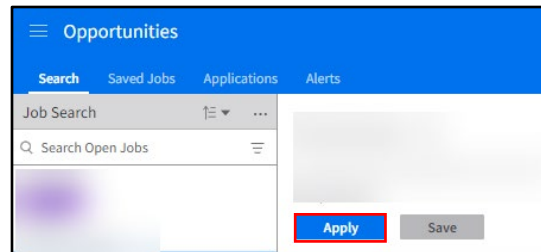
3. On the **Opportunities** page, use the **Search Open Jobs** field to filter the list of job openings.



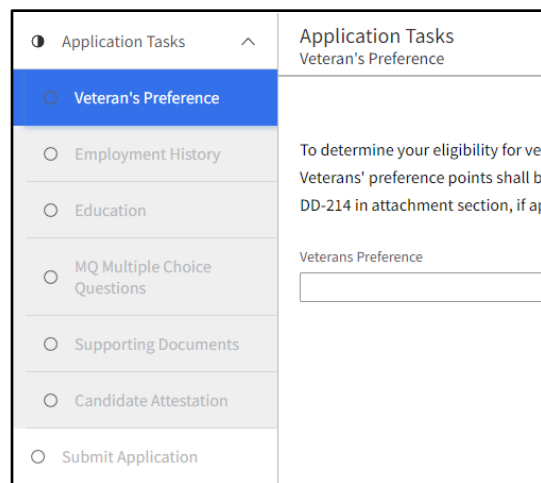
4. On the **Opportunities** page, select a **Job Posting**.



5. On the **Opportunities** page, click the **Apply** button.



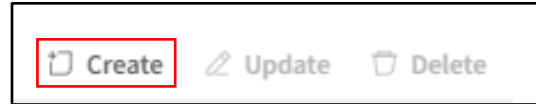
6. On the **Veteran's Preference** tab, complete the field or select **None of the Above**.



7. Click the **Next** button.

A rectangular button bar containing two buttons: 'Previous' on the left and 'Next' on the right. The 'Next' button is highlighted with a red border.

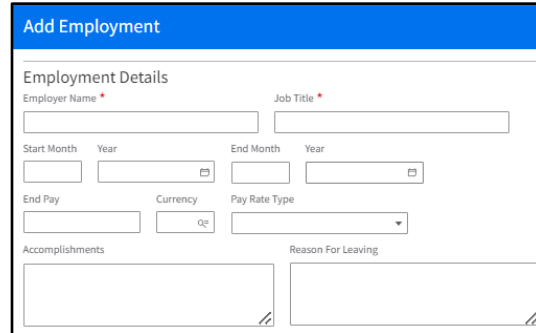
8. On the **Employment History** tab, click the **Create** button.

A horizontal bar containing three buttons: 'Create' (with a plus icon), 'Update' (with a pencil icon), and 'Delete' (with a trash icon). The 'Create' button is highlighted with a red border.

Note: For classified positions, you should meet the *Minimum Qualifications* listed.

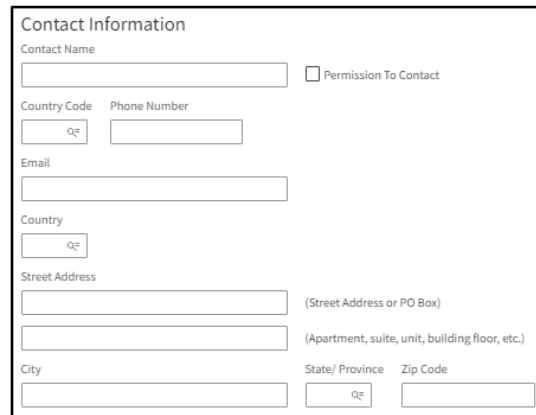
9. On the **Add Employment** form, complete the fields listed below.

- Employer Name*
- Job Title*
- Start Month
- Year
- End Month
- Year
- End Pay
- Currency
- Pay Rate Type
- Accomplishments
- Reason For Leaving

A screenshot of the 'Add Employment' form. It has a blue header with the text 'Add Employment'. Below the header is the 'Employment Details' section, which includes fields for 'Employer Name *' and 'Job Title *', 'Start Month' and 'Year' (with dropdown arrows), 'End Month' and 'Year' (with dropdown arrows), 'End Pay', 'Currency' (with a dropdown arrow), and 'Pay Rate Type' (with a dropdown arrow). At the bottom are two text areas labeled 'Accomplishments' and 'Reason For Leaving'.

10. On the **Add Employment** form, scroll to the **Contact Information** section, complete the fields listed below if applicable.

- Contact Name
- Permission to Contact
- Country Code
- Phone Number
- Email
- Country
- Street Address
- City
- State/Province
- Zip Code

A screenshot of the 'Contact Information' section of the form. It includes a 'Contact Name' field, a 'Permission To Contact' checkbox, 'Country Code' and 'Phone Number' fields, an 'Email' field, a 'Country' field, and 'Street Address' (with a sub-label '(Street Address or PO Box)') and 'City' fields. Below these are 'State/Province' and 'Zip Code' fields.

11. Click the **Submit** button.

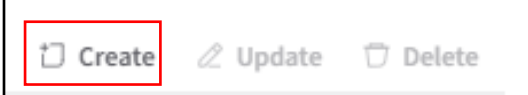
A horizontal bar containing two buttons: 'Cancel' on the left and 'Submit' on the right. The 'Submit' button is highlighted with a red border.

Note: Repeat steps 9-11 to apply for multiple jobs.

12. Click the **Next** button.

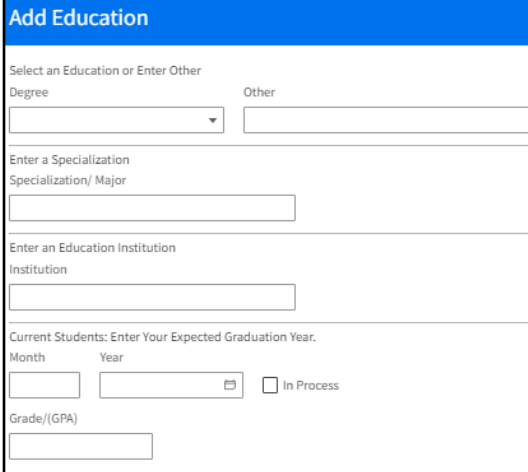


13. On the **Education** tab, click the **Create** button.



14. On the **Add Education** form, complete the fields listed below if applicable.

- Degree
- Other
- Specialization/Major
- Institution
- Month
- Year
- In Progress
- Grade/(GPA)




15. Click the **Submit** button.



Note: Repeat steps 13-15 to enter multiple degrees.

16. Click the **Next** button.



17. Click the **Submit** button.



Note: Repeat steps 17-19 to enter multiple credentials.

18. Click the **Next** button.



19. On the **MQ Multiple Choice Questions** tab, answer questions that are listed.

Note: Pertains to classified positions that require an exam, if there is no exam, this tab will not show.

The screenshot shows a sidebar with 'MQ Multiple Choice Questions' selected. The main content area contains seven questions, each with a dropdown menu for the answer.

20. Click the **Next** button.

The 'Next' button is highlighted with a red box.

21. On the **Supporting Documents** tab, click the **Create** button.

The 'Create' button is highlighted with a red box.

22. On the **Add Attachment** form, complete the fields listed below.

- Type
- Title*
- Document*
- Add To Resume Tab In My Profile (Note: Only select if it's a reusable document, do not select for DD-214.)

Note: If you are claiming Veteran's Preference please upload your DD-214.

The 'Add To Resume Tab In My Profile' checkbox is checked.

23. Click the **Submit** button.



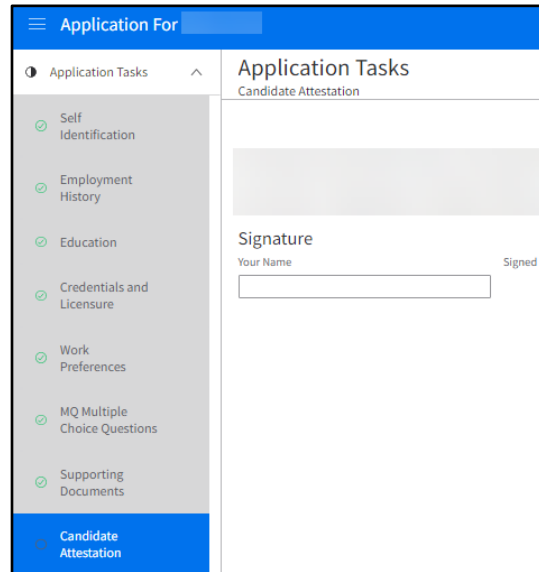
Note: Repeat steps 21-23 to enter multiple attachments.

24. Click the **Next** button.



25. On the **Candidate Attestation** tab, read statement then complete the **Your Name** field.

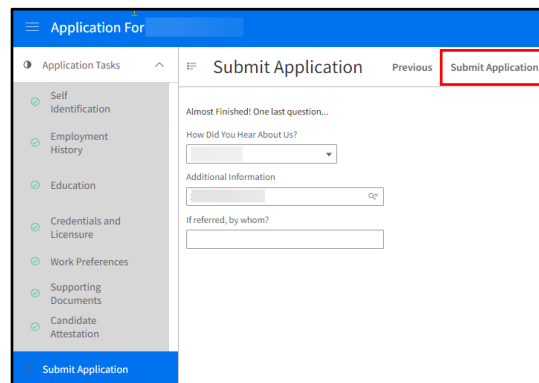
Note: You must write your name as it appears in your profile.



26. Click the **Next** button.



27. On the **Submit Application** tab, review information and click the **Submit Application** button.



Result

You have successfully applied for a job in Luma.

Date (03/30/23)

Version 1