



Instructions for applying as an INTERNAL APPLICANT

1. In EvanNet, under the Links section in the lower right corner, click on Employee Space (formerly Employee Self-Service). (You may be asked to login. Use the “prod” option if onsite and the “cloud” option if remote).
2. Click on “My Applications & Opportunities.”

A screenshot of the EvanNet 'Quick Links' menu. The menu is a blue bar with a white hamburger icon and the text 'Quick Links'. Below the bar, there are several links, each with an icon and text. The link 'My Applications & Opportunities' is highlighted with a red box and a red arrow pointing to it. The other links are: 'My Reviews (HCS Performance Manager)', 'My Goals (HCS Performance Manager)', 'My Time (Kronos)', 'My Profile', 'Find A Coworker', and 'My Benefits (Employee Navigator)'.

Quick Links

- My Reviews (HCS Performance Manager)
Complete this year's appraisal or view past appraisals
- My Applications & Opportunities
See a list of open jobs
- Find A Coworker
Search for other company employees
- My Benefits (Employee Navigator)
My Benefits
- My Goals (HCS Performance Manager)
Update my individual goals and align them with our company goals
- My Time (Kronos)
Enter time records and time off requests
- My Profile
Edit my profile

3. From here, you will be able to:
 - search for jobs
 - save jobs to review later
 - apply for jobs
 - track completed applications

PLEASE NOTE -

- * All employees who have worked six months past the orientation period in their current position may apply for a transfer or promotion to another position within the Hospital.
- * In an effort to keep all lines of communication open between employees and their respective Department Director, the employee must notify their Department Director prior to applying.
- * In order to have the best consideration, employees are encouraged to apply within the first few days from the posting date. We also encourage internal applicants to submit a resume for consideration.