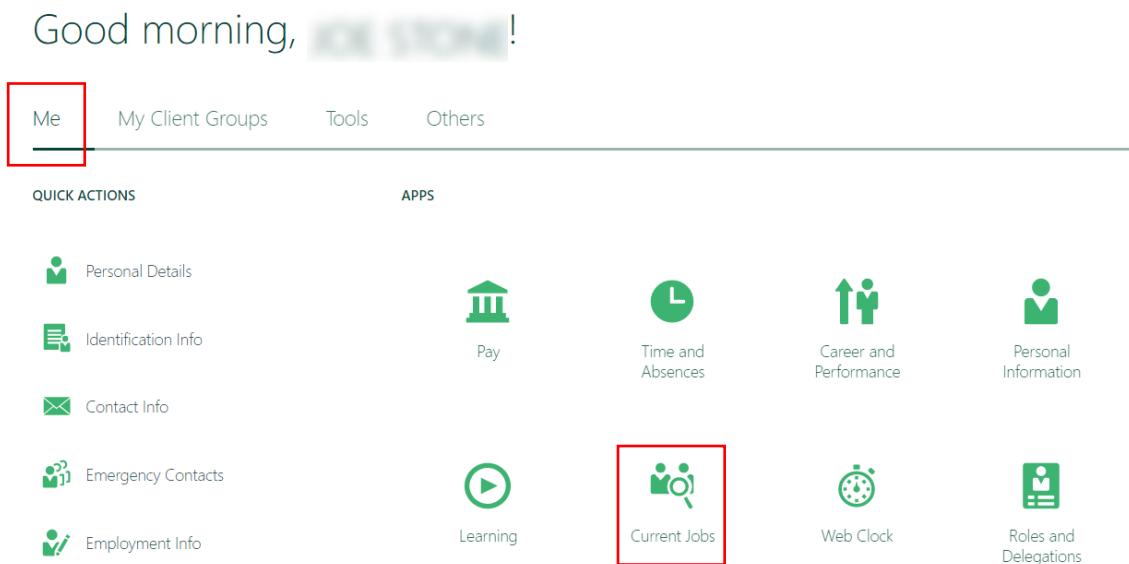


Step-by-Step Instructions

Internal Candidate Application

Performed by: Employee

1. From **Me** dashboard, navigate to the app section and select **Current Jobs**.



2. Search for opportunities by using the search bar or using the filter options to narrow down the search.

The screenshot shows the Opportunity Marketplace search results. At the top, there is a search bar with the placeholder "Search for opportunities" and a "Sort By" dropdown. Below the search bar are filter buttons for "Opportunity Jobs", "Posting Date", "Location", "Organization", "Job Function", and "Filters". The main area displays 502 items in a grid format. Each item card includes a "Job" icon, the posting date, the job title, a brief description, and the job ID. The "Current Jobs" app icon is visible in the top right corner of the card.

Job ID	Posting Date	Job Title	Description
8359	2/26/25	Talent Acquisition Supervisor	Supervisor United States
8344	9/26/24	Operator Crane I (Must have TWIC)	ZACHRY is currently seeking an experienced Industrial Heavy Equipme... Norco, LA, United States
8346	9/26/24	Janitor II (Must have TWIC)	ZACHRY is currently seeking three Janitor positions to provide cleaning of... Norco, LA, United States
8347	9/26/24	Operator Crane II	ZACHRY is currently seeking an experienced Industrial Heavy Equipme... Port Arthur, TX, United States
	9/26/24	Millwright I	
	9/26/24	Operator Crane I	
	9/26/24	Groundskeeper II	
	9/26/24	Foreman Pipefitter I	

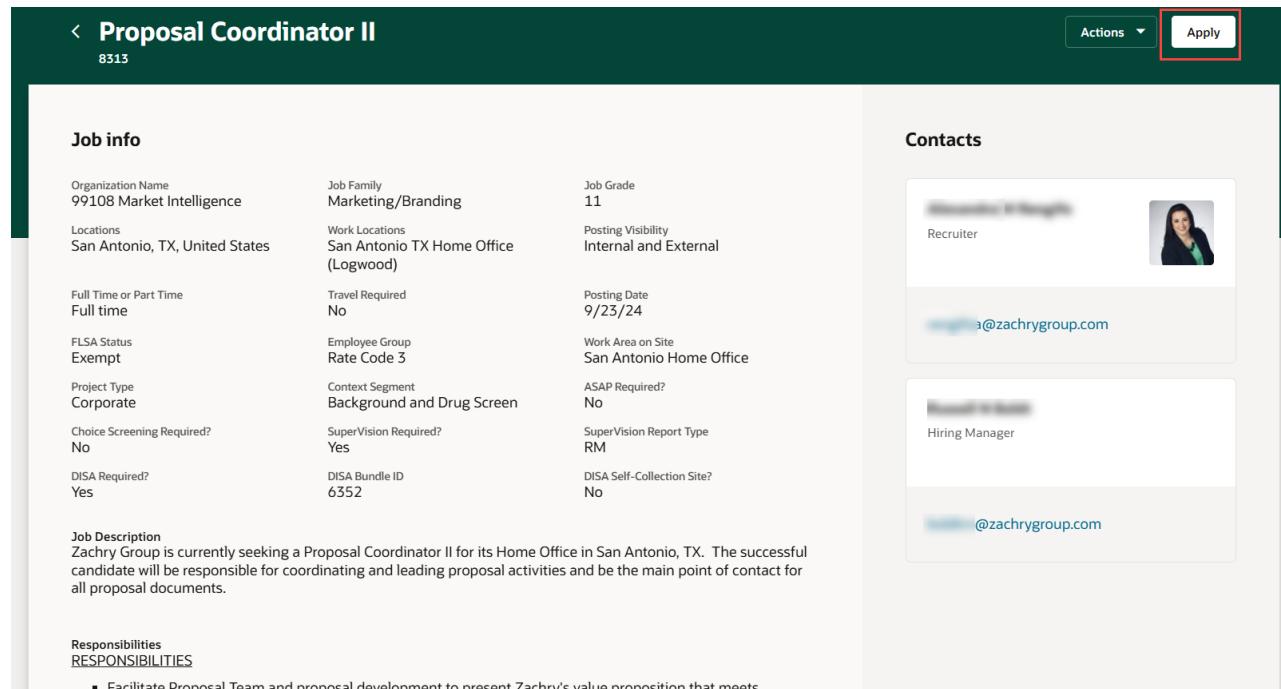
ESS: Internal Candidate Application

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ZACHRY

3. Review the *Requisitions* that are posted *internally*. Select the **Requisition Title** to review the details. If necessary, use the filters on the left to narrow down the search. If qualified and interested, select the **Apply** button in the top right corner.

Note: If the apply button is missing notify Workforce Planning and Staffing. There is likely an error in the posting process.



The screenshot shows the job detail page for a 'Proposal Coordinator II' position. The 'Job info' section contains the following details:

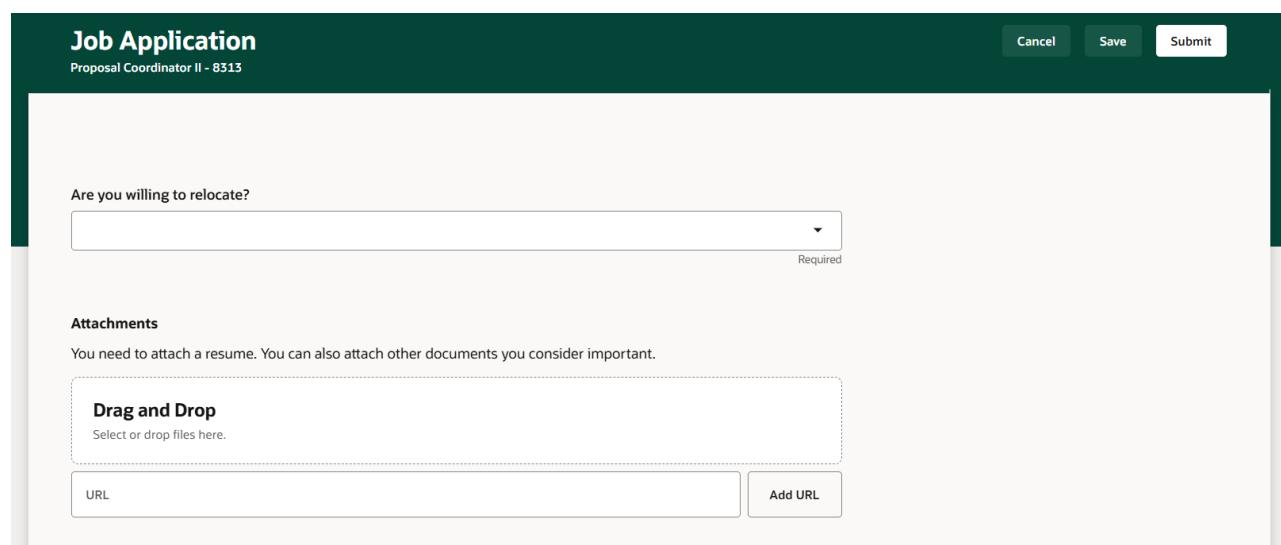
Organization Name	Job Family	Job Grade
99108 Market Intelligence	Marketing/Branding	11
Locations	Work Locations	Posting Visibility
San Antonio, TX, United States	San Antonio TX Home Office (Logwood)	Internal and External
Full Time or Part Time	Travel Required	Posting Date
Full time	No	9/23/24
FLSA Status	Employee Group	Work Area on Site
Exempt	Rate Code 3	San Antonio Home Office
Project Type	Context Segment	ASAP Required?
Corporate	Background and Drug Screen	No
Choice Screening Required?	SuperVision Required?	SuperVision Report Type
No	Yes	RM
DISA Required?	DISA Bundle ID	DISA Self-Collection Site?
Yes	6352	No

Job Description
Zachry Group is currently seeking a Proposal Coordinator II for its Home Office in San Antonio, TX. The successful candidate will be responsible for coordinating and leading proposal activities and be the main point of contact for all proposal documents.

Responsibilities
RESPONSIBILITIES

- Facilitate Proposal Team and proposal development to present Zachry's value proposition that meets

4. Add a *resume or other documents* to the **Supporting Documents** section, as necessary. Click **Continue**.



The screenshot shows the 'Job Application' page. The 'Attachments' section contains the following fields:

- Drag and Drop**: Select or drop files here.
- URL**: A text input field with a 'Add URL' button.

5. In the **Electronic Signature section**, type your name. Click **Submit** or **Save**. You will be redirected to the **Submitted Applications** page confirming the application has been submitted.

ESS: Internal Candidate Application

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ZACHRY

To advise Zachry of updated information to contact you electronically

You must update Zachry regarding the information necessary to contact you electronically (including your personal email address) by contacting Zachry's Career Line at 1-800-562-7872 or mailing Zachry Group, Attn: Workforce Planning and Staffing, P.O. Box 240130, San Antonio, TX 78224-0130.



By checking the "Agree" box below and/or typing your full name in the space provided/requested, I understand that I am:

1. Confirming that I can access this ERSDC.
2. Confirming that I have an email address and that the computer I intend to use to access documents electronically has the hardware and software requirements described in the ERSDC, to access and to retain these electronic Materials.
3. Agreeing to electronically access, receive, review, sign, and authenticate Materials related in any way to my employment with Zachry, in place of hard copy/paper documents and handwritten signatures.
4. Confirming that I understand how to cancel this ERSDC should I ever want to do so.
5. Consenting to update Zachry regarding the information necessary to contact me electronically.
6. Agreeing that I have read, understand, and agree to all statements, agreements, and acknowledgements in this ERSDC.

Full Name

Required

Submitted Applications

Jobs

Active

Under Consideration	Proposal Coordinator II	RB [REDACTED] Hiring Manager	Application Date 3/11/25	...
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History

No data to display.