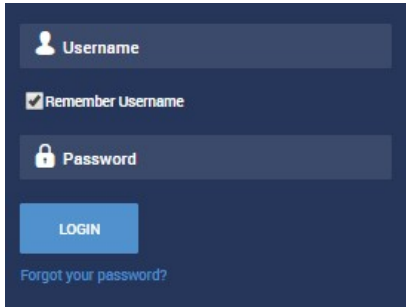


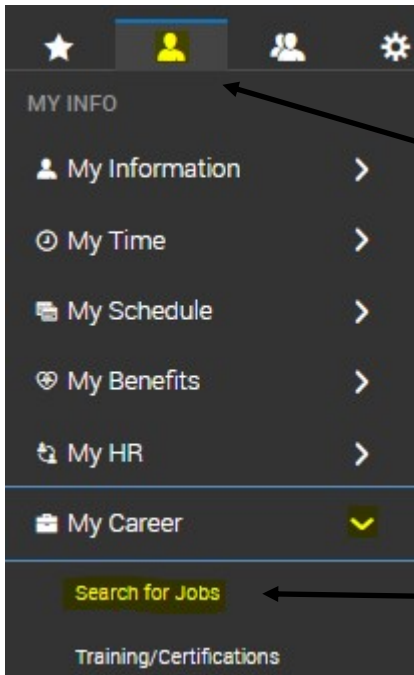
# Internal Applications & Returning Employees

How to apply for an open position in UKG as a current or returning YMCA employee.

**1.** Log into UKG (Kronos)



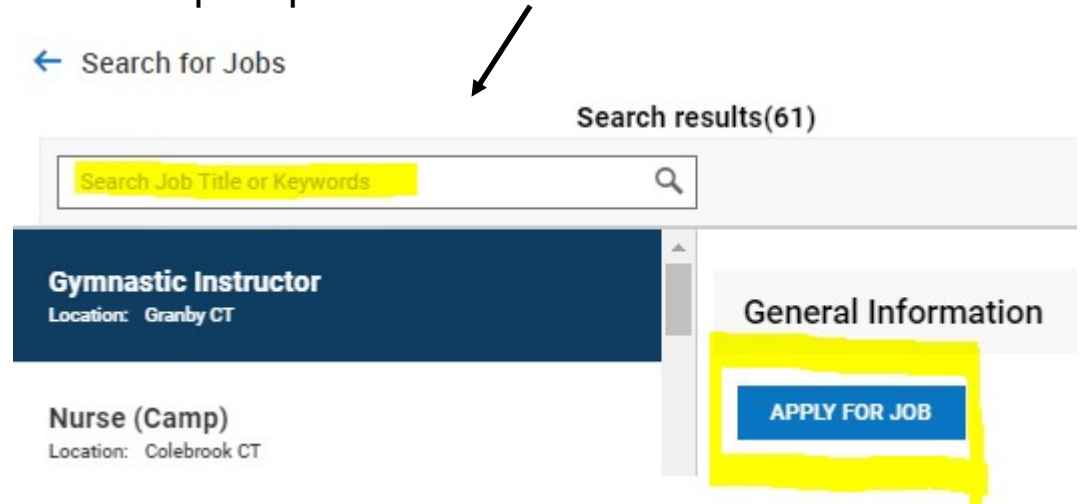
**2.** Click on "hamburger" menu:



**3.** Open Jobs:

- Select "My Info" Icon
- Scroll down and expand "My Career" tab
- Select "Search for Jobs"

**4.** Use the search bar to find a specific opening or browse all open positions.



**5.** Click on "Apply for Job" when you've found the right one.

**6.** Follow instructions carefully, upload a resume, and apply. All your info is saved after the first time.

**7.** Reach out to the Hiring Manager for questions or support.