



<p>Step 1</p>	<p>Login to your VTHR account, and navigate to: Main Menu>Recruiting>Browse Job Openings</p>																												
<p>Step 2</p>	<p>There are three search criteria:</p> <ol style="list-style-type: none"> 1. Your role in the Job Opening – the default is Job Assigned to me 2. The status of the Job Opening - the default is Open 3. The timeframe when the Job Opening was Active – the default is Active within View All 																												
<p>Step 3</p>	<p>To find a specific job opening: Change the display dropdown to “job associated to me”. Choose the applicable job opening status (ie, open, pending, etc) Click on the green refresh arrows.</p>																												
<p>Step 4</p>	<p>Any job openings in which you are entered as an interested party or the hiring manager will be listed. Click on the title of the job opening that you want to view, and it will open.</p>	<table border="1"> <thead> <tr> <th>Select</th> <th>Job Opening</th> <th>ID Nbr</th> <th>Type</th> <th>Location</th> <th>Target Openings</th> <th>Available Openings</th> <th>Hot Job</th> <th>Created</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Epi Microbiologist III</td> <td>612866</td> <td>Standard</td> <td>Burlington</td> <td>1</td> <td>1</td> <td></td> <td>01/31/2013</td> </tr> <tr> <td><input type="checkbox"/></td> <td>District Office Clerk I</td> <td>612864</td> <td>Standard</td> <td>Home Based</td> <td>1</td> <td>1</td> <td></td> <td>01/30/2013</td> </tr> </tbody> </table>	Select	Job Opening	ID Nbr	Type	Location	Target Openings	Available Openings	Hot Job	Created	<input type="checkbox"/>	Epi Microbiologist III	612866	Standard	Burlington	1	1		01/31/2013	<input type="checkbox"/>	District Office Clerk I	612864	Standard	Home Based	1	1		01/30/2013
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