Internal Employee Instructions on How To Apply For Another BLS Job Thru UKG

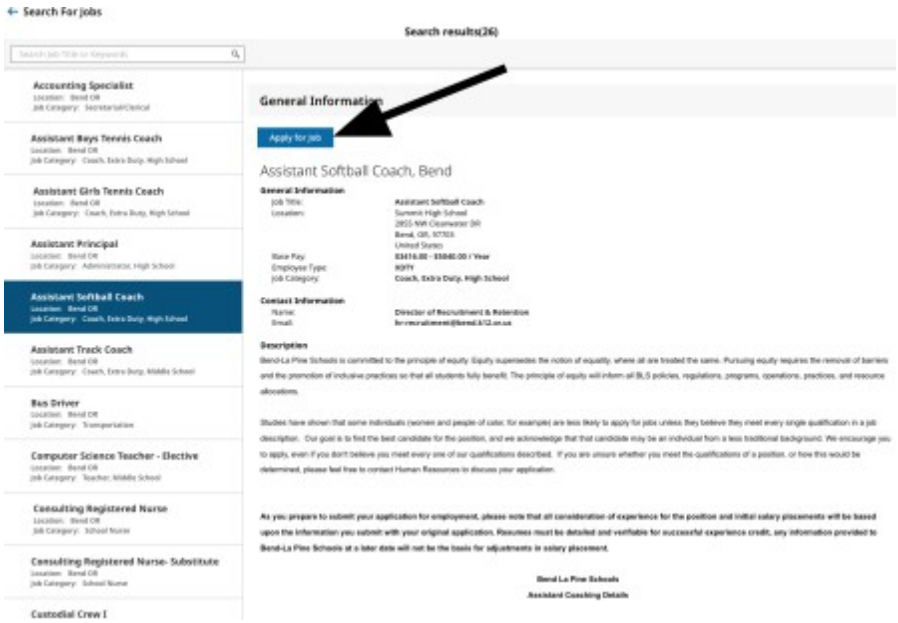
Step 1 - Login using your district logins at: bls.fyi/UKG

A. Selecting the main menu icon

B. Click on My Info: My Info

C. Scroll down and click on My Career and then "Search For Job

D. Click Apply For Job



E. If the **Add Resume** prompt has a red * next to it, uploading a resume is a requirement for this position and you must upload it at this step (you can upload different resumes for different positions)

F. Click on the Apply for This Job button.

G. Read the instructions on the screen carefully. Some parts of the application may be skipped if you are an internal applicant.

H. As you work through your application, you will arrive at a window called "**cover letter**". This only holds a. limited amount of text (seriously limited, like 255 characters) so don't try to enter a traditional **cover letter** in this place. Treat this as a place to make a short statement about yourself.

I. When you have completed the application, be sure to click the 'Submit' button.

J. Many jobs require more documents and the System doesn't provide an avenue for uploading these documents yourself.

- Please email any supporting documents for your application to:
  - Hr-recruitment@bend.k12.or.us