



# Human Resources PROCEDURE MANUAL

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AREA: Human Resources  
SUBJECT: Internal On-Line Application Instructions  
AUTHOR: Employment Team

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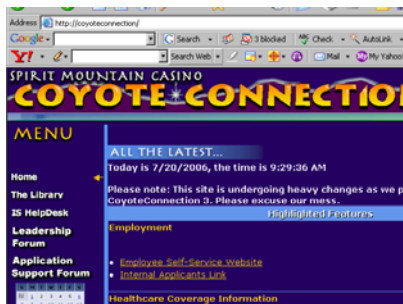
## Internal On-Line Application Instructions

**On-site** from a kiosk located in Human Resources or in Uniforms go to the Coyote Connection and click on “Internal Applicants Link” on the home page or Log on to Ultipro and click on the eRecruitment link on the home page

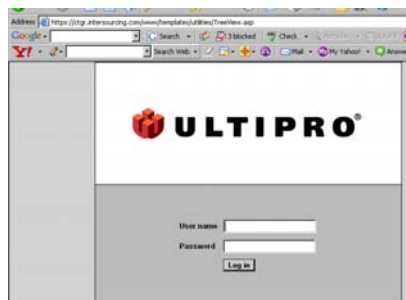
### From Home or anywhere:

Go to <http://www.spiritmountain.com/oregon-coast-casino-careers/> click on link. Once this link has loaded click on “[Job Posting Can Be Found Here](#)” next to “**Internal Applicants:**”

(From here it will direct you to the ULTI PRO site)



Internal Example -3



Internal Example -4



Internal Example -1

1. Once on the site, you can view the job openings
2. When ready to apply click on the job that you are interested in viewing and/or applying for.
3. Clicking on the job will open the “**Job Details**” screen. At the bottom of that screen you will have the option to “**apply On-Line**”.



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4. Applicants **will need an email address** in order to sign-in, and apply. If the applicant does not have an email address, they can refer to the instructions for setting up a Yahoo! Email account.
5. Applications will be screened, so applicants must fill out the information as detailed as possible for the application to be considered. **Employees must click the drop down on “How did you hear about our company?” they must select “I am a current employee”**
6. The **resume box** can have “N/A” in that field; there is an opportunity to upload a resume in the next screen.
7. **Upload Resume** screen, applicant can select to “**upload**” or “**skip**” this page. If using the casino computers the applicant may have to wait and upload the resume from their home computer.
8. **General Information** screens must be completed with detailed information in order to be considered. These are fairly basic questions.
9. **Employment History** has several pages, again this information must be as detailed as possible in order for the application to be considered. **Submitting a resume will not be considered in lieu of completing the work history. This information MUST still be completed.**
10. **Skills Assessment.** Applicants should check all areas that apply. Areas checked should indicate some related experience in the position they are applying for.
11. **Signature** screen is a required screen, and must be completed.
12. **Additional Questions** some positions will have additional questions that must be completed by the applicant. Failure to complete this section could result in the application not be considered.

## Congratulations!

The applicant has completed the application process. The applicant will need to watch their email in the event that any additional information is needed, or for any correspondence regarding their application. They can also view their status on-line, at any time.

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## Edit Your Application

Applicants can update or complete the information on their application. Login to our website: <http://www.spiritmountain.com/oregon-coast-casino-careers/> click on link. Once this link has loaded click on "[Job Posting Can Be Found Here](#)" next to "**Internal Applicants:**"

This will take you to the UltiPro Site for employees. Once you have logged on you can select "**My Company**" and then select "**Job Openings**".



Internal Example -2

This will display Spirit Mountain Casino's employment website and our current job listings, and also bring you to the options screen needed to "**Edit Your Application**". Once you have selected this option it will prompt you for your email address and password information.



Example A3

After the login information has been entered, it will open up to your application and you can then modify or complete the information. You can move from screen



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to screen by clicking next. **Be sure to click next if you have made changes to a screen, or the changes will not be saved.**

**Note: If you are completing information based on an email that stated your application was incomplete, be sure to respond to that email notifying them that you have completed the information, so the representative can again review your application.**

## Viewing Your Application Status

In order to view the status of your application(s) login to our website: <http://www.spiritmountain.com/oregon-coast-casino-careers/> click on link. Once this link has loaded click on "[Job Posting Can Be Found Here](#)" next to "**Internal Applicants:**" This will take you through the same UltiPro process outlined above in the "Edit Your Application" section.

Once you completed the login process it will display our current job listings, and also bring you to the options screen needed to "**View Application Status**". Once you have selected this option it will prompt you for your email address and password information.

Once the login information has been entered, it will display all of your application(s) and the status of those applications.

If you have a status of "**Incomplete Application**" you will want to follow the instructions above to "**Edit Your Application**". You can check your email for specific information that is needed to be complete.

**Note: Be sure to respond to that email notifying them that you have completed the information, so the representative can again review your application.**