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10-18-2024

Employment Opportunities at UMaine (Internal Job Openings)

University of Maine Department of Human Resources

![Maine's Public Universities - University of Maine System logo]

Employment Opportunities at UMaine

1 message

Office of Human Resources <hr-um@maine.edu>   Fri, Oct 18, 2024 at 4:26 PM
Reply-To: Office of Human Resources <hr-um@maine.edu>
To:

We would like to inform you of available job opportunities at the University of Maine and University of Maine at Machias. Please visit Oracle for a full list of open hourly and salaried positions. From the landing page, please select Company Single Sign-On to log in. A user guide has been attached for your reference.

If you are not a current employee, please visit UMS Careers for externally posted positions.

📄 **Oracle Recruiting Cloud Applying for Internal Job Openings in Oracle Cloud HCM Recruiting.pdf**
906K

Applying for Internal Job Openings in Oracle Cloud HCM Recruiting

Employees can select **Internal Job Openings** under **Me** to view, apply for, and refer colleagues and other candidates to UMS job postings.

Interests

Cancel | Save

What Opportunities Do You Want To See?

This information helps us recommend relevant opportunities.

General

Where would you like to work?

Jobs

Which organizations would you like to work in?

Organization ▼

What job families are you interested in?

Job Family ▼

This is the Internal Job Openings **Explore** tab. Employees can search for specific opportunities by entering keywords into the prompt box, selecting **Recommended** to filter by their pre-set Interests, or selecting **Jobs** to view more search filters.

Employees can select a **Job** to view details and apply for that position, or to refer a candidate or colleague.

![Maine's Public Universities — University of Maine System logo]

ZZ

< **Internal Job Openings**

Search for opportunities 🔍

| Opportunity All | Jobs | Recommended |

🔖

15 items   + Create   Update Interests   Sort By ▾

Job 11/30/2023

Facilities Maint Worker CL2 (Internal Review)

The University of Southern Maine is committed to building a culturally diver...

Portland, ME, United States

Job ID

Job 02/29/2024

Academic Advisor - Required before March 15th 2024

open to Internal Candidates

Orono, ME, United States

Job ID

Job 02/14/2024

Student Employee - Farmington demo

Employee performs highly skilled administrative work which includes...

Farmington, ME, United States

Job ID

Job 03/12/2024

Academic Advisor

Job Description for Internal Candidate

Orono, ME, United States

Job ID

◎ Explore   ▤ Submitted Applications   ⚇ Referred Candidates

Employees can search with advanced filters by selecting **Jobs** and then **Filters**.

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UNIVERSITY OF MAINE SYSTEM

< **Internal Job Openings**

Search for opportunities 🔍

Opportunity **Jobs** | Posting Date | Location | Organization | Job Function | Filters

14 items   ➕ Create   Update Interests

Job 11/30/2023	Job 02/14/2024	Job 03/05/2024
Facilities Maint Worker CL2 (Internal Review)	**Student Employee - Farmington demo**	**Chief of Staff - Testing**
The University of Southern Maine is committed to building a culturally diver…	Employee performs highly skilled administrative work which includes…	Chief of Staff serves overall as a high-level trusted advisor, supporter and…
Portland, ME, United States	Farmington, ME, United States	Orono, ME, United States

⊙ Explore   ▤ Submitted Applications   ⋔ Referred Candidates

Filters

⌄ **Posting Date**

○ All (53)
○ Today (1)
○ Less than 7 Days (4)
○ Less than 30 Days (13)
○ Greater than 30 Days (40)

> **Location**

> **Radius**

> **Organization**

> **Job Function**

> **Job Family**

> **Work Locations**

> **Recruiter**

Cancel   See Results

After selecting a job posting from the **Explore** tab, employees can choose to submit their application by selecting **Apply,** or to refer a candidate by selecting the appropriate option under **Actions**.

Academic Advisor
84

★

Actions ⌄

Apply

Share the Job

Copy the Link

Refer a Candidate

Refer an Employee

Job Info

Organization
University of Maine System

Job Family
Academic Student Services

Locations
Orono, ME, United States

Work Locations
Orono Campus

Posting Date
02/29/2024

Apply Before
03/15/2024 08:31 AM

Posting Visibility
Internal and External

Full or Part Time
Full time

Workplace
On-site

When *Posting Visibility* is "Internal and External," employees can refer other UMS employees and external candidates to that position.

If the Posting Visibility is "Internal," the position can only be referred to UMS employees.

Job Details

Job Description

![Maine's Public Universities — University of Maine System logo]

Complete Job Application

Academic Advisor

Submit   Cancel

ℹ A copy of your skills and qualifications will be included with your job application.
Review Skills and Qualifications

① Job Application Questions   ✏ Edit

② Supporting Documents

⬆ Drag files here or click to add attachment ⌄

Continue

③ E-Signature

Employees can view the jobs they have applied for from the **Submitted Applications** tab. Here, employees can see the status of their *Active* applications and review closed and withdrawn applications under *History*.

Employees can select **Withdraw from Job** to forfeit their application.

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< **Submitted Applications**

Jobs

Active

Under Consideration | Academic Advisor | BB **Bear, Bananas** Hiring Manager | Application Date 03/14/2024 | ••• ⌄

View Hiring Manager's Profile

Withdraw from Job

History

◎ Explore | ▤ **Submitted Applications** | ⧓ Referred Candidates

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Refer an Employee
Academic Advisor (93)

If an employee chooses to refer a candidate, they can do so in just two steps. Employees must provide the candidate's name (for existing UMS employees) or their email (for external candidates) and a message to that candidate.

Employees may also include an *Endorsement* and *Rating* for their candidate but are not required to do so.

Submit | Cancel

① Employee Name   ✏ Edit

② Referral Info

Employee Name
Powerpuff Girl

Message to Candidate
I have submitted your name for the job Academic Advisor. You are invited to check it out and apply.

☑ I also want to provide an endorsement

Endorsement
Excellent candidate and a team player.

Rating
★★★★★

Employees can review the candidates they have referred from the **Referred Candidates** tab. If a referred candidate decides to apply, their *Status* will change from "Referred" to "Under Consideration."

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‹ **Referred Candidates**

Candidates

MM **Micky Mouse**
47004

Status
Under Consideration

Job
Academic Advisor

Date
03/18/2024

Rating
★★★★★

Endorsement

Amazing candidate and passionate about UMS success. 5 years of experience.

Message to Candidate

I have submitted your name for the job Academic Advisor. You are invited to check it out and apply.

PG **Powerpuff Girl**
47008

Status
Referred

Job
Academic Advisor

Date
03/14/2024

◎ Explore   ▤ Submitted Applications   ⚲ Referred Candidates