

ERP Update

A Message from Enterprise Resource Planning (ERP)

Dear Employees,

The process for applying for internal and external jobs is changing very soon as the Applicant Tracking system “Go Live” date approaches.

The biggest change is that internal job openings will be posted immediately, so the applicant no longer has to wait for the Friday bulletin. That means deadlines for submitting applications will also change.

Beginning Tuesday, Jan. 2 we will post internal jobs as soon as they’re received. The shift from weekly postings to immediate postings means Human Resources will be able to fill jobs more quickly.

What Will This New Process Mean for You, Tuesday, Jan. 2?

1. See **Immediate** internal job postings that are available in the City.
2. Create a **Job Profile** that will retain your basic information, easily allow you to edit your information in case you have a change, and upload your transcripts, resumes and certifications.
3. Sign up for **Job Alerts**, view RSS feeds for notification of job openings, or use your smart phone to check on your job status.
4. Allow **More Time** to apply for Internal Jobs, especially if you’re a shift worker, since closing is at 11:59 p.m., instead of 5 p.m.

Please take note of the information below and click on the following video link for the new Internal and External Application Process: <https://vimeo.com/245087931>

Add This Important Date To Your Calendar

**Go Live Date Tuesday,
Jan. 2, 2018**

Munis Applicant Tracking System

All job applicants will need to re-apply in the new system if they do not have a pending offer of employment.

Questions? Contact: jobs@cityoftulsa.org

