

How to apply for an internal job opportunity

What

✓ This overview shows you how to search and apply for internal job opportunities, as well as setting up job preferences in Taleo.

Why

✓ The application process for internal jobs will now be supported by Talent Acquisition and all applications will be made in Taleo.

How

✓ All applications will be made in Taleo accessible via computer and/or smartphone.

Our Principles for Internal Moves

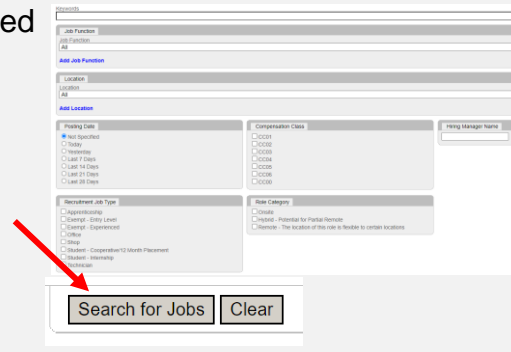
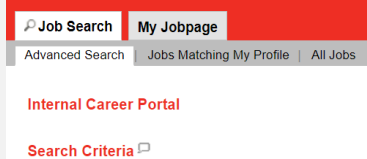
- ✓ Cummins pursues a “hire to develop” philosophy.
- ✓ We value diverse viewpoints and experiences.
- ✓ We strive to fill open positions with qualified internal candidates.
- ✓ We expect open conversations between stakeholders.
- ✓ We want employees to fully benefit from development opportunities and contribute back to the business.

Search and Apply for Jobs in Taleo

Step 1 Go to internaljobs.cummins.com and Login into Taleo

Welcome. You are not signed in. | [My Account Options](#) | [My Job Cart](#) | [Sign In](#)

Step 2 When successfully logged in, start inserting your search criteria into the boxes on the advanced search tab & click search for jobs

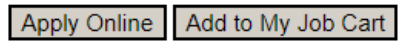


Step 3 Jobs found will show at the bottom, continue to filter your search using keywords or you can choose values to refine your search. You will see more results by using less criteria.



Step 4 To review the full job posting of a particular job now, click on the “Title” value of the job you want to view.

Step 5 Review the position and other details under “Additional Responsibilities Unique to This Position”. Once ready to apply, click the “Apply Online” button at the top or bottom of the job posting.



Remember

- ✓ Before applying to any internal job posting, you must inform your direct manager.
- ✓ You need to keep your direct manager updated on the progress of your application.

Set Preferences in Taleo

Step 1 Click into “Access my profile” in the bottom right corner

Step 2 When in your profile click “edit” to update your preferences

Step 3 From the “My Employment Preferences” view, you can set your preferences for notifications of new job openings. Click Save and continue. Plus Submit

Step 4 To view previous applications, your job Card and saved searches click on ‘My Job Page’

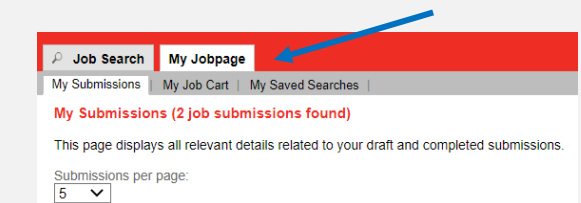
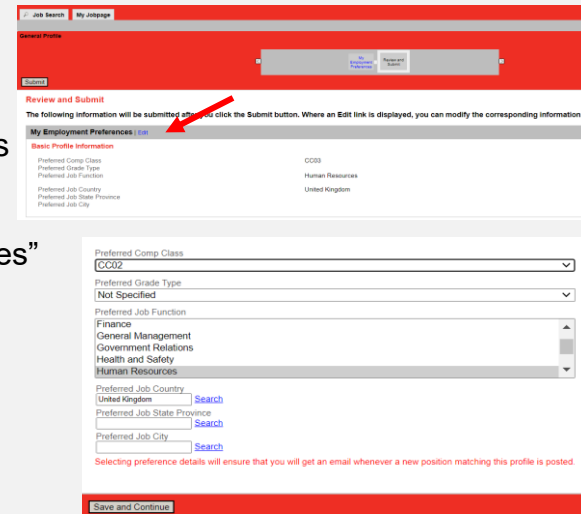
Step 5 In the “My Account Options” at the top, you can edit to add your preferred contact number and email address for notifications of new job postings

Access Anywhere

- ✓ You can easily access Taleo from your Cummins or home computer and even your smartphone.

internaljobs.cummins.com

Candidate Profile
Take a few minutes to create or modify your employment profile and to specify your preferred working criteria for future openings matching your interests.
[Access my profile](#)





**POWERING
YOUR
POTENTIAL**

#LifeAtCummins

Our Talent Acquisition Recruiters will support you with:

- Information about roles.
- Applying for roles
- Booking of interviews
- Feedback on your application throughout the process.

Overall, we aim to ensure you will experience a faster and much improved application process.

Visit the 'Powering Your Potential' page on Cummins Connect for more resources for your career journey.

<https://cummins365.sharepoint.com/sites/CS37663>