Job Search Manual
Global Workforce Management

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Overview and Instructions
Accessing the HP WFM job portal

The Workforce Management website provides HP’s employees access to open positions. This website is accessible inside and outside HP’s firewall.

This website will facilitate your internal job search during your WFR Redeployment period. By creating a profile using this tool, staffing professionals have a clear line of sight to your application. Immediate use of this website will expedite your consideration for appropriate positions.

In order to make the most accurate job match based on your preferences, we ask that you fill out your candidate profile accurately.

Note: Do NOT submit your resume through other job websites Jobs@hp (www.hp.com/go/jobs) or Job Searcher.

Go to: http://www.hp.com/go/wfmahp

Login information
Name: jobsathpint
Password: mdp2002int
Create Your Candidate Profile

Option 1: Click on "Submit/update your profile", scroll down the page, right hand side, under the column header, Candidate Profile, select "Access my profile".

Option 2: Click on “Submit/update your profile”, go to “My Jobpage”. On the far right side of the page, under the column header, Candidate Profile, select “Access my profile”.

Returning User

If you applied on-line to positions within HP or already created a candidate profile as an external candidate/prior to joining HP, log on as a Returning User by typing in your username and password.

Note: this will be a separate profile from the one you may have created using Job searcher/single sign on when searching for positions or creating a profile as an internal candidate.

New User

New users follow the instructions to create an account and provide a valid email address.

Click on New User, provide the username and password details and once done, click on Register.
Steps 1: Upload your resume and cover letter. For assistance in developing or updating your resume, please refer to the job search support tools available on LHH’s Redeployment Webcenter on Your Career Support Center.

If you have prepared your resume, you can select the Resume Upload option and the system will automatically prepopulate part of the online submission.

Step 2: Enter your entire 8-digit employee number and your Workforce Reduction program end date found in the Workforce Reduction Notification Letter you received.
**Steps 3:** Complete the job and work preferences you would like to be matched against and if you wish to receive an e-mail notification of those positions.

After you complete your profile, this information will be used to provide a list of positions which match this profile information.

**Step 4:** Select your function, organization and location preferences.

**Step 5:** Update your work experience. **List Hewlett-Packard as your most recent employer.** It is EXTREMELY important to fill out this Work Experience section as mentioned above. If you have previous work experience already listed in this box (possibly prepopulated by the Resume upload), DELETE and replace it with the format listed below. You can click on “search” but use ONLY option Hewlett-Packard.

**Step 6:** Diversity and Eligibility
Step 7: Summary of your candidate profile. You may review and make edits to any step in your candidate profile from this page. Once done, you can click on Submit.

Additional Information

The Workforce Reduction end date field increase your visibility in the candidates list.

Be sure to check the WFM website regularly because the postings are updated daily.

On the Job Search Page, you may select the following search options:

- Basic Job Search
- Advanced Job Search
- Jobs Matching My Profile
- All Jobs

On the My Jobpage, the three choices are:

- My Submissions
- My Job Cart
- My Saved Searches
General search tips

Search using keywords within the job title and job description, location, by job type, schedule, shift, job grade, global job level, and relocation. Once you have selected your search criteria, click on the “Search” button to retrieve your list of open positions.

Click on the job title to read the job description or mouse over the small comments tab to get a short overview of the role. Be advised that even though you may have selected a specific location, some jobs are posted “Anywhere in the United States”, so these jobs come up in your job search.

To apply, you can click on the Apply tab from the search page or from the requisition job description.

Applying for Jobs

Once you click on the “Apply” button, you will be asked to log into your account. You will need to use the same email and password that you used to create your candidate profile.

You will have the ability to update your personal information, cover letter and resume/CV.

Each position has pre-screen skills and questions that are customized to the opening. It is EXTREMELY important to answer ALL pre-screen skills and questions. Immediately after submitting your application for a position, all information provided (e.g., resume) is available immediately for the hiring manager and the staffing professional to review on-line.
Hiring Process

Consistent with internal application processes, do not contact the hiring manager nor send him/her your resume directly. This is unnecessary because when you submit your application, it is immediately available on-line to the hiring manager and staffing professional.

If you have questions about the application process, please refer to the Frequently Asked Questions (FAQs) and the “How to Apply” section on the WFM web site.

In addition to specific openings you choose to apply for, staffing professionals will be sourcing profiles available in the general candidate pool against posted requisitions. This will increase the chances of qualified candidates finding a new position within the specified timeframe. Should you meet the minimum qualifications and are one of the most qualified candidates for a position, a staffing professional and/or hiring manager will contact you as soon as possible to screen you further to better determine your fit for the position(s).

FAQs

Candidate profile

1. Why am I asked to create a candidate profile and apply for open positions?
   A candidate profile allows staffing professionals to have clear line of sight to WFR impacted employees who have actively applied for internal opportunities. Creating a candidate profile will ensure your profile highlights that you have been WFR impacted and are actively pursuing internal job opportunities. In order to make the most accurate job match based on your preferences, we ask that you fill out your candidate profile accurately.

2. Is it possible to update or edit my candidate profile or the requisition-specific applications? How quickly do edits appear in the system?
   Yes, you may update your candidate profile at any time. However, you will only be able to update your responses to requisition-specific pre-screening skills and questions if the position is still open. The changes you make to your resume will be immediately reflected in the system.

3. How does the “Send an email notification whenever a new position matching this profile is posted” feature work?
   This feature will e-mail you a link to new openings that match the criteria listed within your candidate profile (i.e. Job Level, Education Level, Job Type, Schedule, Shift, Job Function, Location, etc). Not all openings are activated to look for candidate matches. It is highly recommended that you visit the WFM website regularly to view any new openings. The WFM website is updated daily.

Applying for a specific job opening

4. When I apply to a specific requisition, am I compared to all candidates who apply to that requisition or just the employees impacted by the Workforce Reduction program?
   Your candidate profile is compared to all candidates for that job opening.

5. What is the difference between creating my profile and applying for a requisition-specific job opening?
   Creating your candidate profile enters your qualifications into the general candidate pool. It acts as your “default” information for any specific job opening that you apply to. Creating your profile first eliminates the need for you to enter your information each time you apply for a new position.

   When you submit your application to a requisition-specific job opening, it is immediately visible on-line to the hiring manager and staffing professionals. When applying to specific job openings, you will be asked to answer a series of skills and pre-screening questions associated with that opening.

6. What are pre-screening questions?
   Each posted opening contains pre-screening questions designed to filter the candidates according to their qualifications. These pre-
screening questions are developed in order to automatically assess candidates, fine tune the pool of qualified candidates and decrease the amount of time to fill a position.

7. **When applying to a specific requisition, is it a requirement to answer the pre-screen questions?**
   Yes. It is highly recommended that you answer all the pre-screening skills and questions accurately.

Other questions

8. **Who do I contact if I have a question about a specific job opening?**
   Contact the staffing professional. The staffing professional's name should be listed under the Additional Information section within the job description.

9. **Who do I contact if I have recruitment or technical problems with the WFM@HP website?**
   Within the WFM@HP website, there is a “help” button located on the bottom of WFM@hp website. You have the ability to submit recruitment or technical issue feedback via this link.

10. **Why is there a delay each time the screen refreshes with new data?**
    There may be a delay each time the site is refreshed with new data due to the server and web-hosting configuration. The refresh delay is a normal result of accessing a website hosted by an application service provider.

11. If you are hired back into HP it is recommended that you log into the WFM@HP and reset your workforce termination end date back to mm/dd/yyyy.