



Job Search Manual

Workforce Management

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Overview and Instructions to Access HP Workforce Management Job Posting Websites

Accessing the HP Job Searcher Site

Go to: <http://www.hp.com/go/wfmathp>

Login name: [jobsathpint](#)

Password: [mdp2002int](#)

The Workforce Management website, which can be accessed via Your Career Support Center, is the sole location for employees impacted by Workforce Reduction programs (redeployment or WFR) to access open positions. This website is accessible inside and outside HP's firewall.

This website will actively facilitate your job search during your redeployment and/or WFR period. A candidate profile allows staffing professionals to have clear line of sight to WFR impacted employees who have actively applied for internal job opportunities. Immediately creating a candidate profile will ensure your Taleo 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. By accessing and submitting your resume/Curriculum Vitae (CV) through the WFM website, you will have visibility to internal open positions in HP and will be able to submit a detailed candidate profile. Immediate use of this website will expedite your consideration for appropriate positions.

Note: Do NOT submit your resume/CV through other job websites (www.hp.com/go/jobs or Job Searcher). The steps that you must follow to be considered for available positions via the WFM website are set forth below.

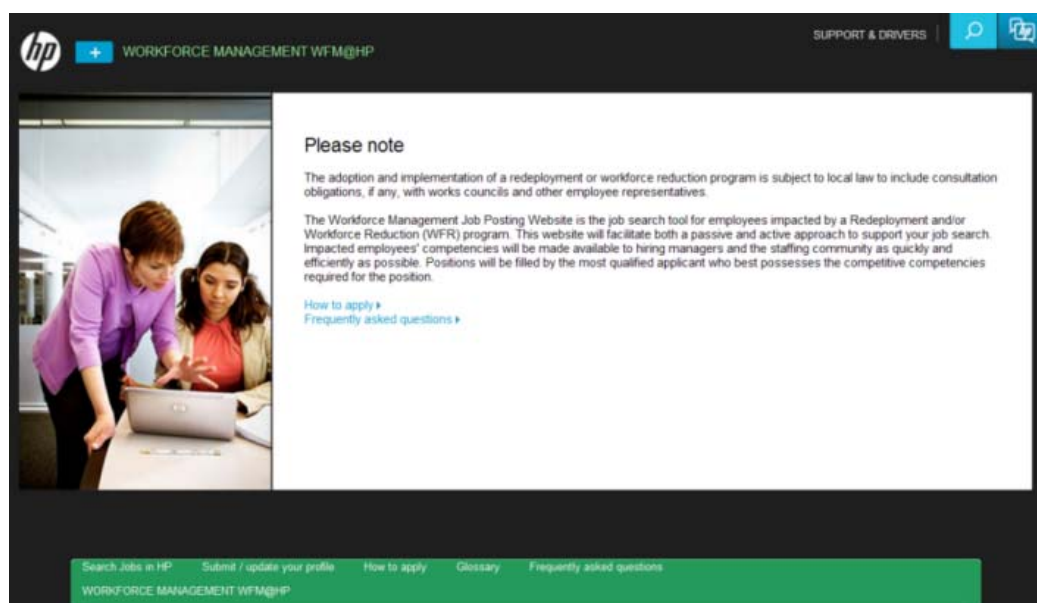


Figure 1, WFM@hp homepage

PRIOR to creating your Candidate Profile online, it's recommended to have an electronic copy of your resume / CV prepared in advance.

Login Information

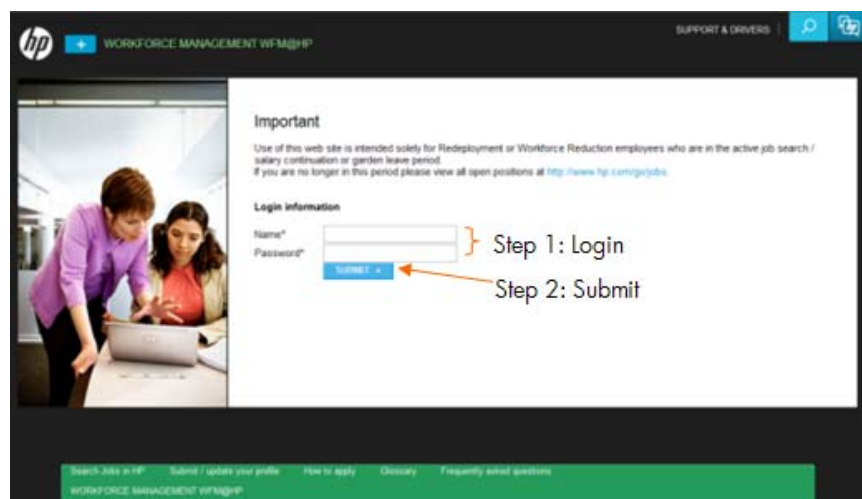


Figure 2, Login screen

SIGN-IN INSTRUCTIONS

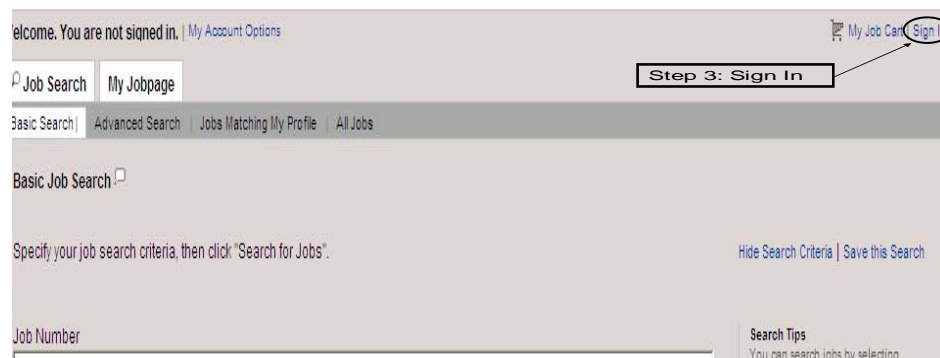
NEW USER

New users follow the instructions to create an account and provide a valid email address. Suggestion: Your can input your email address as your username and as your email address. **It's important to remember your username and password as you will need this information each time you update your**

candidate profile or apply to a requisition. If you modify your Login User Name, you will be asked to change your password.

RETURNING USER

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



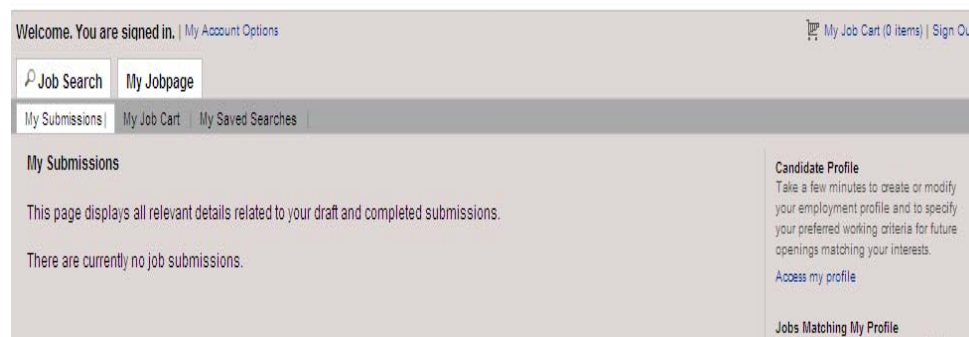
Creating Your Candidate Profile

Several options to access “create your profile”

Option 1: Scroll down the page, right hand side, under the column header, Candidate Profile, select “access my profile”.

Option 2: Click “My Jobpage”. On the far right side of the page, under the column header, Candidate Profile, select “access my profile”.

In Steps 1-8 of your profile, you are required to complete fields marked with an *



Steps 1 and 2: Follow screen prompts to provide your resume and cover letter. For assistance in developing or updating your resume/CV, please refer to the job search support tools available on the Lee Hecht Harrison/Verity website. This tool is available to all employees on the Workforce Reduction program.

Step 3: Please enter your entire 8-digit employee number and your redeployment end date **OR** WFR termination end date. It is **EXTREMELY** important to make sure your Workforce Reduction program end date is accurately updated. **That date is provided in the Workforce Reduction Notification Letter you received.**

Employment Status at hp

*HP Employee Number *Workforce Reduction Program End Date
Not Specified

*First Name *Last Name

Contact Information

Street Address (Line 1) Place of Residence

When you logged in as a candidate, you provided an email address; that email address automatically populated this field. If your email address changes in the future, please return and make the correction on this page.

Home Phone Number Preferred Number
☒ Not Specified
☐ Home Phone
☐ Work Phone
☐ Cellular Phone

Work Phone Number

Cellular Number

*Email Address
test1@gmail.net

Steps 4 and 5:

You will be asked to fill out information telling us 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.

<p>Job Preferences</p> <p>Job Posting Notification</p> <p>To be matched against future job opportunities, please describe your preferred type of job. Please note that multiple selections of each choice may increase the amount of email you receive</p> <p><input checked="" type="checkbox"/> Send an email notification whenever a new position matching this profile is posted.</p>	<p>Email Notifications</p> <p>When you select the checkbox, the system sends an email notification whenever a new position matching the profile is posted.</p> <p>Multiple selections</p> <p>To (de)select multiple options using a PC, hold down the Ctrl key and click all relevant values (for Mac, use the Command key).</p>
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In addition, after you complete your profile, this information will be used to provide a list of positions which match this profile information.

Steps 4 & 5

General Profile

Step 6: Source type = **Ad** or **event ID**.

Ad or event ID: Redeployment = **REDEPLOY** or WFR = **WFR**

Redeploy – represents your job search during the on-site redeployment period

WFR – represents your job search during the off-site job search/WFR period

NOTE: If you receive an error code requesting this information when you apply for requisitions, please re-enter

this information on each requisition for which you apply.



*Source Type
Ad or event ID

*Ad or event ID
REDEPLOY

OR



*Source Type
Ad or event ID

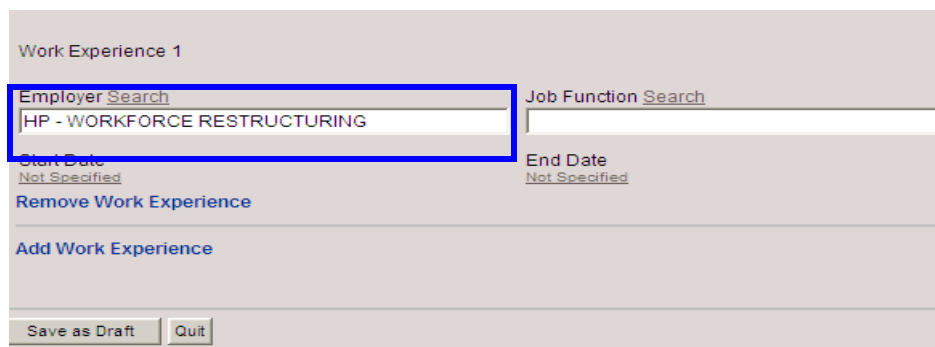
*Ad or event ID
WFR

Step 7:

Complete the field: Work Experience 1, Employer as shown below:

HP – WORKFORCE REDUCTION

It is EXTREMELY important to fill out this Work Experience section to reflect that you are on a Workforce Reduction program. If you have previous work experience already listed in this box, DELETE and replace it with the format listed below. Do not click on “search”.



Work Experience 1

Employer Search
HP - WORKFORCE RESTRUCTURING

Job Function Search

Start Date
Not Specified

End Date
Not Specified

Remove Work Experience

Add Work Experience

Save as Draft Quit

Step 9:

Summary of your candidate profile. You may review and make edits to any step in your candidate profile from this page.

Additional Information:

Work Experience: When you complete the work experience 1 field, staffing professionals and hiring managers will be able to identify who is on a Workforce Reduction program.

Education: It is highly recommended that you fill out the Education section. This will increase your visibility in the candidate list for the recruiters and hiring managers. Above is a view of how candidates' information appears to hiring managers and recruiters.

If the staffing professional is looking for a candidate with a Bachelor's Degree in Electrical Engineering, when the candidates complete the Education fields, the staffing professional can search as well as see educational experience quickly and easily within their candidate list.

<input type="checkbox"/>	Brown, Charlie (621104)		Engineering	HP - WORKFORCE RESTRUCTURING	US-CA-San Jose	Reviewed	Bachelor's Degree (±16 years)	Business Administration	Stanford University	65%	12/17
<input type="checkbox"/>	Brown, Linus (624964)		Engineering Services	WORKFORCE RESTRUCTURING	US-AZ- Phoenix	Reviewed	Bachelor's Degree (±16 years)	Electrical Engineering and Computer Science	Arizona State University	80%	15/17

Searching For Jobs

In addition to having your candidate profile available in the general candidate pool, you may also apply to specific openings. 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:

You have the ability to search based on keywords within the job title and job description, 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. 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.

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. The pre-screen skills and questions are weighted. **It is EXTREMELY important to answer ALL of the pre-screen skills and questions.** All information provided (e.g., resume/CV) will be available immediately for the hiring manager and the staffing professional to review on-line.

Verify Event ID and Workforce Reduction Program end date are correct every time you apply to a position. That date is provided in the Workforce Reduction Notification Letter you received.

<p>*Source Type</p> <p>Ad or event ID</p>	OR	<p>*Source Type</p> <p>Ad or event ID</p>
<p>*Ad or event ID</p> <p>REDEPLOY</p>		<p>*Ad or event ID</p> <p>WFR</p>

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 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).

Job Search FAQs

Candidate Profile

1. Why am I asked to create a candidate profile and apply for open positions?

A: A candidate profile allows staffing professionals¹ to have clear line of sight to WFR impacted employees who have actively applied for internal opportunities. Immediately creating a candidate profile will ensure your Taleo 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?

A: Yes, you may update your candidate profile at any time. However, you will only be able to update your responses to requisition-specific pre-screen skills and questions if the position is still open. The changes you make to your resume/CV or your "record" will be immediately reflected in the system.

3. What if I cannot find the Event ID?

A: The Event ID is listed within this Workforce Management Job Search Manual. It is extremely important to reference the correct Event ID based on the current program that you are in (redeployment **OR** WFR).

4. What if the Event ID I enter on my profile does not work?

A: Create a case via the "help" link and a representative will respond with assistance.

- 5. Why do I need to update my Event ID and Workforce Reduction program end date?**
A: The Event ID and Workforce Reduction end date assists Staffing professionals to identify where you are in the WFR process. It is important to reference the correct Workforce Reduction program end date based on the current program that you are in (redeployment **OR** WFR). The Event ID will also be used for reporting purposes to track the hiring activity within each Workforce Reduction program.
- 6. Where can I find the Workforce Reduction program end date?**
A: The Workforce Reduction program end date (redeployment end date OR WFR termination end date) is provided in your Redeployment and WFR notification letters.
- 7. How does the “Send an email notification whenever a new position matching this profile is posted” feature work?**
A: 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.
- 8. Why do I need to update the Work Experience box?**
A: In the field, “Work Experience 1”, it is extremely important to enter: **HP- WORKFORCE REDUCTION**.

If you have previous work experience already listed in this box, it is extremely important to **DELETE** it and replace it with the format listed below.

This will enable staffing professionals and hiring managers to easily identify which employees are on a Workforce Reduction program. Workforce Reduction employees are given consideration for positions provided they possess competitive competencies.

<input type="checkbox"/>	Brown, Charlie (621104)		Engineering	HP - WORKFORCE REDUCTION	US-CA-San Jose	Reviewed	Bachelor's Degree (±16 years)	Business Administration	Stanford University	65%	12/17
<input type="checkbox"/>	Brown, Linus (624964)		Engineering Services	HP - WORKFORCE REDUCTION	US-AZ-Phoenix	Reviewed	Bachelor's Degree (±16 years)	Electrical Engineering and Computer Science	Arizona State University	80%	15/17

Applying for a Specific Job Opening

- 9. 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?**

A: Your candidate profile is compared to all candidates for that job opening.

- 10. What is the difference between creating my profile and applying for a requisition-specific job opening?**

A: 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 apply to a requisition-specific job opening, when you submit your application, it is immediately visible on-line to the hiring manager and staffing professional. When applying to specific job openings, you may be asked to answer a series of skills and pre-screen questions associated with that opening.

11. What are pre-screening questions?

A: Each posted opening contains pre-screen questions designed to filter the candidates according to their qualifications. These pre-screen 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.

12. When applying to a specific requisition, is it a requirement to answer the pre-screen questions?

A: Yes. It is highly recommended that you answer all the pre-screen skills and questions accurately. Each pre-screen skill and question will be weighted based on the level of importance determined by the hiring manager.

Other Questions

13. Who do I contact if I have a question about a specific job opening?

A: Contact the staffing professional. The staffing professional's name should be listed under the Additional Information section within the job description.

14. Who do I contact if I have recruitment or technical problems with the [WFM@HP](#) website?

A: 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.

15. Why is there a delay each time the screen refreshes with new data?

A: 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.

16. Under what circumstances will I be removed from the database as a Workforce Reduction candidate?

A: Your candidate profile will be deactivated from the active database if one or more of the following three situations occur:

- You are hired into a position within HP
- You are hired into a position outside of HP
- Your Workforce Reduction open job search period ends

17. 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.