

Apply to Current Openings and Submit for Future Transfers



There is now one way for all SEPTA employees to apply for SEPTA positions with our new, powerful Career site. Interested in applying for internal career opportunities or submitting for a future transfer? Whether you're a SAM employee or an Hourly (Union) employee, just complete these simple steps. As of February 1, 2021, SEPTA is no longer using or accepting paper forms for Hourly transfers.

To find and apply to a Current Openings and Submit for Future Transfers:

1. Find and click **Careers** in the top navigation dropdown menu to get to the Careers page.
2. Within the left-hand side of the Careers page where the search options display, select the **type of position** you are looking for out of the Quick Search options.

Quick Search (SAM, Hourly, Future Transfers):

Any

Select all

Current Hourly Vacancies

Current SAM Vacancies

Future Hourly Transfers

NOTE: "Future Hourly Transfers" should only be used by hourly employees interested in a transfer.

Home

Home

Careers

Recruiting

Org Chart

My Employee File

Reporting

Admin Center

TIP: You can also search for positions based on Location, Keyword and Category.

3. Click the **Search Jobs** button to display available transfer options.
4. Locate the job you wish to apply for, hover over **Select Action** and click **Apply**.

Clear

Search Jobs

Select Action

Apply

Save Job

Email Job to Friend

5. Complete or update your **Candidate Profile**. All employees who apply or submit for a transfer will need to have a Candidate Profile.

TIP: To save time, upload a resume to auto-populate your Candidate Profile.

6. Complete and submit your electronic application.

TIP: Don't have time to complete your application? Save and return to it later.

Questions? Reach out to servicedesk@septa.org or 484-772-3455

Login to SuccessFactors



Interested in applying for internal career opportunities or submitting for a future transfer? Did you previously perform your daily job responsibilities in SHARE? Are you a supervisor or hiring manager? **Then complete the following steps to login to our new Human Resource Information System (HRIS) powered by SAP SuccessFactors.**

1. Options for logging into SuccessFactors:



Follow the QR code



Type into your preferred web browser <https://myapplications.microsoft.com/>

2. Login using SEPTA username and password



Enter in SEPTA username



Enter in Password



Click the Sign in

TIP: Look for your login information in your pay stub for week ending Jan. 29th

3. On the MyApps page, locate the SAP SuccessFactors app and click on it



4. Welcome to your SuccessFactors Homepage!

You can:

- **Careers** - Apply for internal career opportunities and submit for future transfers.
- **Org Chart** - View directory information.
- **My Employee File** - View your own directory information.

