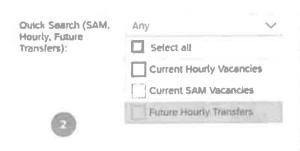
Apply to Current Openings and Submit for Future Transfers



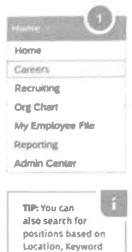
There is now one way for all SEPTA employees to apply for SEPTA positions with our new, powerful Career site. Interested in applying for internal career opportunities or submitting for a future transfer? Whether you're a SAM employee or an Hourly (Union) employee, just complete these simple steps. As 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.
- 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.





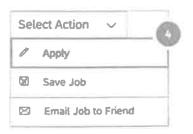


and Category.

Click the Search Jobs button to display available transfer options.



 Locate the job you wish to apply for, hover over Select Action and click Apply.



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



6. Complete and submit your electronic application.

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



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.

Options for logging into
SuccessFactors:







Follow the QR code

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

 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 opportunitites and submit for future transfers.
 - Org Chart View directory information.
 - My Employee File View your own directory infomation.

