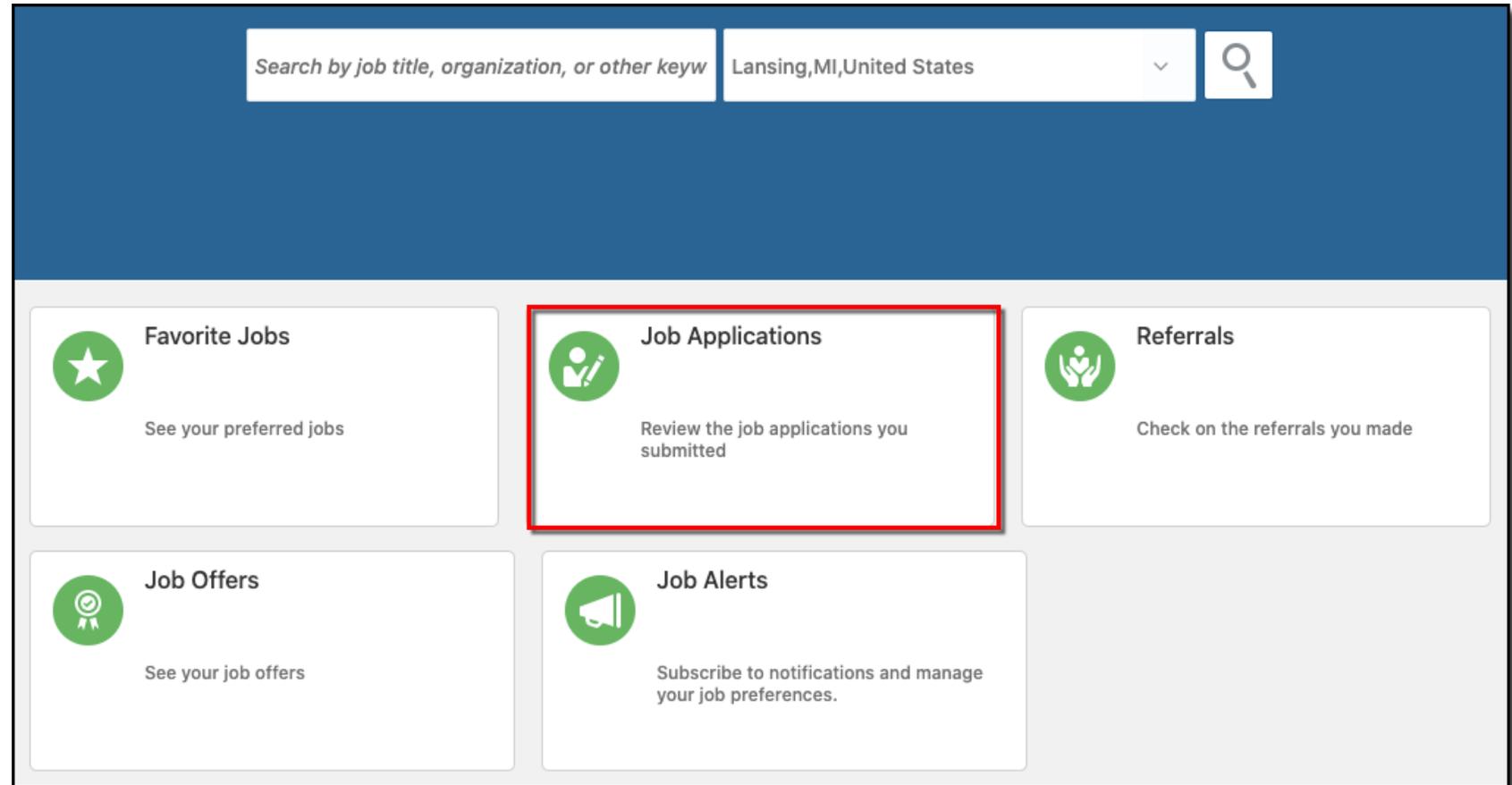


1. Select **Me** to display your employee functions
2. Click **Current Jobs**

The screenshot displays the ESS system's main dashboard. At the top, a navigation bar includes 'Me', 'My Team', 'My Client Groups', 'Benefits Administration', 'Risk Management', 'Sales', and 'Service'. The 'Me' tab is highlighted with a red box. Below the navigation bar, the dashboard is divided into 'QUICK ACTIONS' and 'APPS'. The 'QUICK ACTIONS' section lists: Personal Details, Document Records, Identification Info, Contact Info, Family and Emergency Contacts, My Organization Chart, My Public Info, and Change Photo. The 'APPS' section features a grid of icons for: Directory, Onboarding, Checklist Tasks, Pay, Time and Absences, Career and Performance, Personal Information, Learning, What to Learn, Benefits, Current Jobs, and Wellness. A red arrow points from the 'Me' tab to the 'Current Jobs' icon, which is also highlighted with a red box.

3. Click the **Job Applications** tile

A screenshot of the ESS dashboard interface. At the top, there is a search bar with the placeholder text 'Search by job title, organization, or other keyw' and a dropdown menu showing 'Lansing,MI,United States'. Below the search bar is a grid of five tiles: 'Favorite Jobs' (star icon), 'Job Applications' (person with pencil icon, highlighted with a red border), 'Referrals' (hands holding a person icon), 'Job Offers' (award icon), and 'Job Alerts' (megaphone icon). Each tile contains a title and a brief description of its function.

Search by job title, organization, or other keyw Lansing,MI,United States

**Favorite Jobs**  
See your preferred jobs

**Job Applications**  
Review the job applications you submitted

**Referrals**  
Check on the referrals you made

**Job Offers**  
See your job offers

**Job Alerts**  
Subscribe to notifications and manage your job preferences.

4. Your **Active** and **Inactive Job Applications** are displayed

## Job Applications

### Active Job Applications

Supervisor 2A\_Test (6)  
Lansing, MI, United States

Under Consideration



Hiring Manager  
S Stark, Arya

Organization  
Community Mental Health Authority of Clinton, Eaton, Ingham...

### Inactive Job Applications



There's nothing here so far.

5. To view the details of a specific application, click the hyperlinked **job title**

## Job Applications

### Active Job Applications

[Supervisor 2A\\_Test \(6\)](#)

Lansing, MI, United States

Under Consideration



**Hiring Manager**

S Stark, Arya

**Organization**

Community Mental Health Authority of Clinton, Eaton, Ingham...

### Inactive Job Applications



There's nothing here so far.

6. To withdraw an application, click the **ellipsis** and select **Withdraw Application**

**End of Procedure**

## Job Applications

### Active Job Applications

<b>Supervisor 2A_Test (6)</b> Lansing, MI, United States	Under Consideration	⋮ Withdraw Application
<b>Hiring Manager</b> S Stark, Arya		
<b>Organization</b> Community Mental Health Authority of Clinton, Eaton, Ingham...		

### Inactive Job Applications

 There's nothing here so far.