

- Please login to Connect with your credentials
- Once at your homepage, select the “Me” tab in the top left corner:

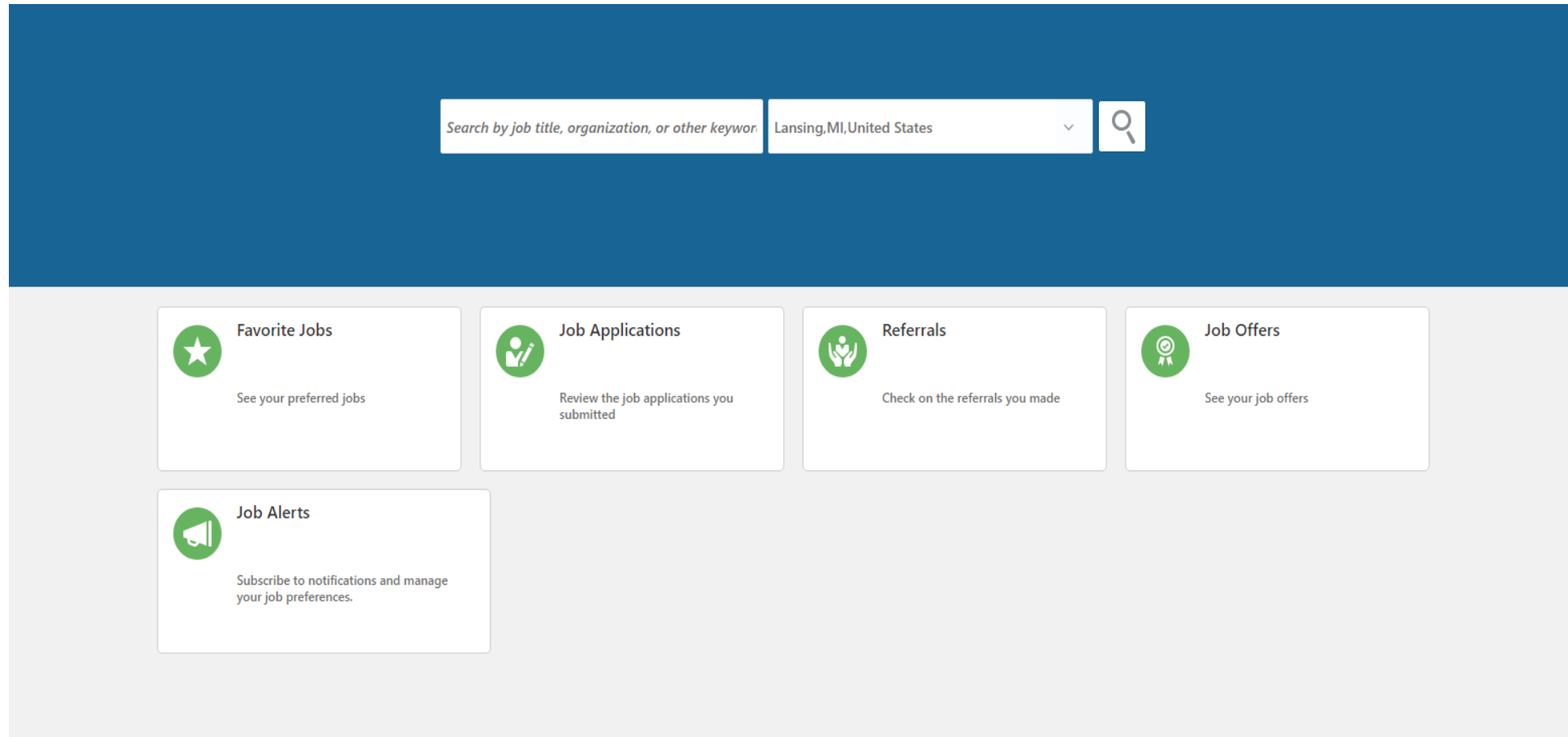
Me

- There will be an icon for “Current Jobs” like below:



- Select this icon to go to all open jobs

- The current jobs option will bring you to a screen that looks like this:



- To search all open positions, clear the location selection.
- The search option should look like this once cleared:

A screenshot of a search bar interface. It features a blue header bar. Below it, there is a white search input field with the placeholder text "Search by job title, organization, or other keyword". To the right of the input field is a dropdown menu with a downward arrow icon. Further right is a magnifying glass icon inside a white square, which serves as the search button.

Search by job title, organization, or other keyword

- Once the location is cleared, select the magnifying glass.

- This will bring up all open jobs which will look like below. From this area, you can filter down by job title and location to the specific job you are looking for.

The screenshot displays a job listing interface with the following components:

- Header:** "Jobs (53)" with a search bar and a "Hide Filters" button.
- Filters:**
 - Location:** ☐ Lansing, MI, United States (48); ☐ MI, United States (5).
 - Job Family:** ☐ Professional (39); ☐ Clerical/Office (3); ☐ Direct Care Worker (3); ☐ Manager (2); ☐ Paraprofessional (2). A "Show More" link is present.
 - Organization:** ☐ CMHA-CEI Division (28); ☐ Community Mental Health Authority of Clinton, Eaton, Ingham Counties (25).
 - Posting Dates:** ☒ All (53); ☐ Today (0); ☐ Less than 7 Days (27); ☐ Less than 30 Days (32); ☐ Greater than 30 Days (21).
 - Job Function:** (collapsed).
- Sort By:** A dropdown menu set to "Relevance".
- Job Listings:**
 - ★ 21-1802 Chief Financial Officer GA/Finance (164)**
Lansing, MI, United States
Hiring Manager: Lurie, Sara
Organization: CMHA-CEI Division
 - ★ 21-3109 Mental Health Therapist-FF/Mobile Emergency Therapy (180)**
Lansing, MI, United States
Hiring Manager: Sibilski, Lia
Organization: CMHA-CEI Division
 - ★ 21-1045 Custodian/GA Facilities & Maintenance (161)**
Lansing, MI, United States
Hiring Manager: Peiffer, John
Organization: Community Mental Health Authority of Clinton, Eaton, Ingham Counties
 - ★ 21-6045 Mental Health Therapist (Bilingual-Spanish) AMHS/Case Mgmt. Team II (173)**
Lansing, MI, United States
Hiring Manager: Ruiz, Sandra
Organization: CMHA-CEI Division
 - ★ 21-6005 Relief Van Driver AMHS/CH (22)**
Lansing, MI, United States

- Select the particular job you wanting to apply for and you can read the job posting description.
- There will be a 'Apply' tab the top right in the corner:



- This will allow you to apply as an internal candidate which is needed for internal candidates within the Connect system to be able to process the hire correctly.

If you have any questions or need assistance, please reach out HR-Hiring-Staff@ceicmh.org for help.