

Instructions for internal applicants

September 2020

Overview

The CNS Human Resources team will continue to post and process job openings throughout Pantex and Y-12's pandemic response.

To ensure employees continue to have the opportunity to apply for internal job openings while off-site for reasons related to the pandemic, please be advised of the following:

- All Pantex and Y-12 job openings—including those open only to internal candidates—will be posted on the external Careers site.
- All jobs posted on the external Careers site during this period are open to internal candidates, unless labeled otherwise.
- Any jobs open *only* to internal candidates will be labeled clearly in the posting title and within the job description.



CNS employees should not apply to CNS job openings using the external Careers site. Please use the process described below.

If you can access the CNS network

CNS employees who still have access to the CNS network while working remotely should apply through the internal myCareer platform as normal.

If you cannot access the CNS network

CNS employees who are off-site for reasons related to the pandemic and do not have access to myCareer can apply for job openings by emailing RecruitingSupport@cns.doe.gov from your personal email. Employees should not use this option if they are on PTO or other non-pandemic leave.

- Follow this format for the subject line: **Internal Applicant – [requisition number, job title]**.
- In the body of the email, include: your name and badge number.
- Attach your resume and any other applicable documents to the email.
- Note: Be sure your resume includes your cell or home phone number and personal email address.

If you have any questions, please contact RecruitingSupport@cns.doe.gov.

