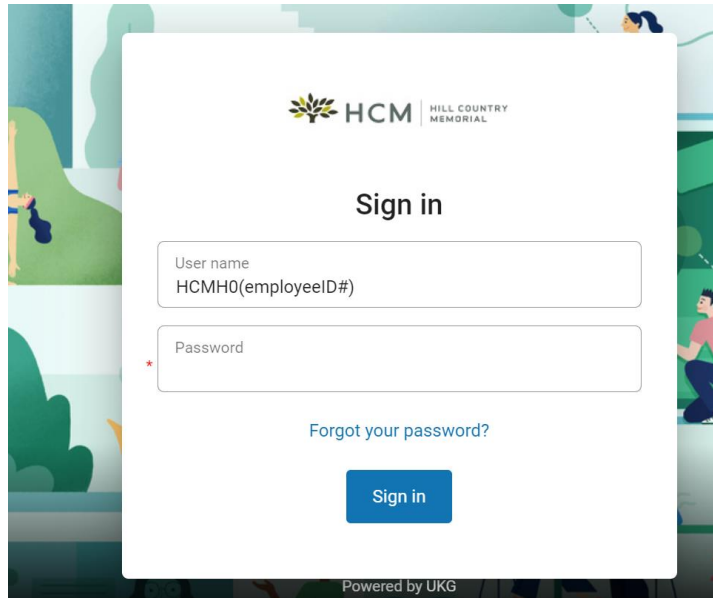


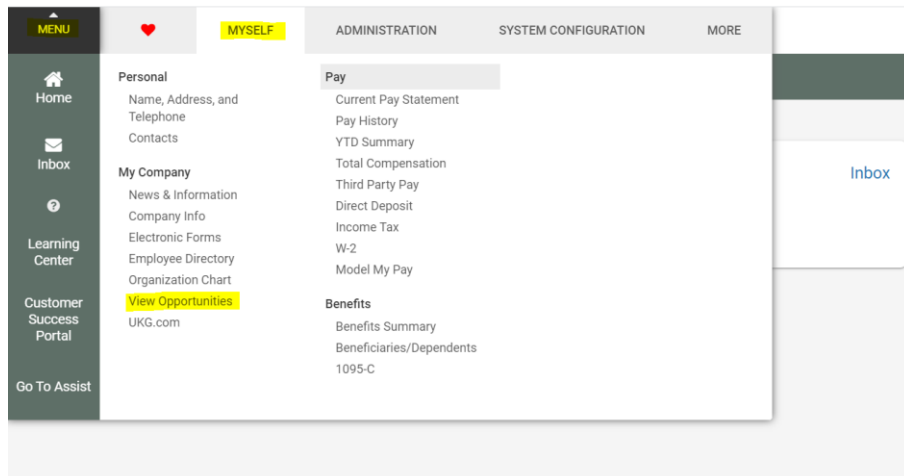
Internal HCM Employees – How to Apply for a Position

1. Please login to your UKG profile <https://nw16.ultipro.com/Login.aspx>
 - a. Enter HCMH+ 0 + five digit employee ID for your user name.
 - b. If this is your first time logging in, your password is your Date of Birth – mmddyyyy (ex: 01311995).

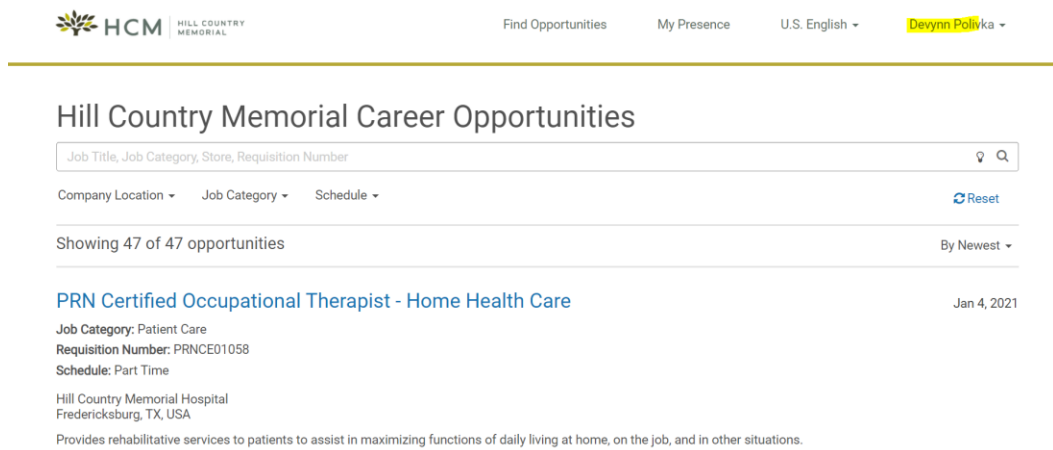


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2. Please select “Menu” in the top left corner; then select “Myself” > “View Opportunities”



3. You will then be directed to the internal job board. Please ensure you see your name in the top right corner to ensure you are logged into the appropriate account. You will be able to view all open positions and search for positions in specific categories. If you are unable to see a position or have any questions, please contact Devynn Polivka (dpolivka@hillcountrymemorial.org or ext. 1359) or Alysha Metzger (ametzger@hillcountrymemorial.org or ext. 6118) for assistance.



The screenshot shows the Hill Country Memorial Career Opportunities page. At the top, there is a navigation bar with the Hill Country Memorial logo on the left and links for "Find Opportunities", "My Presence", "U.S. English", and a user profile for "Devynn Polivka". Below the navigation bar is a search bar with the placeholder text "Job Title, Job Category, Store, Requisition Number" and a search icon. Underneath the search bar are three dropdown menus for "Company Location", "Job Category", and "Schedule", along with a "Reset" button. Below these filters, it says "Showing 47 of 47 opportunities" and "By Newest". The first job listing is for a "PRN Certified Occupational Therapist - Home Health Care" position, dated "Jan 4, 2021". The listing includes the following details: "Job Category: Patient Care", "Requisition Number: PRNCE01058", and "Schedule: Part Time". The employer is "Hill Country Memorial Hospital, Fredericksburg, TX, USA". The description states: "Provides rehabilitative services to patients to assist in maximizing functions of daily living at home, on the job, and in other situations."