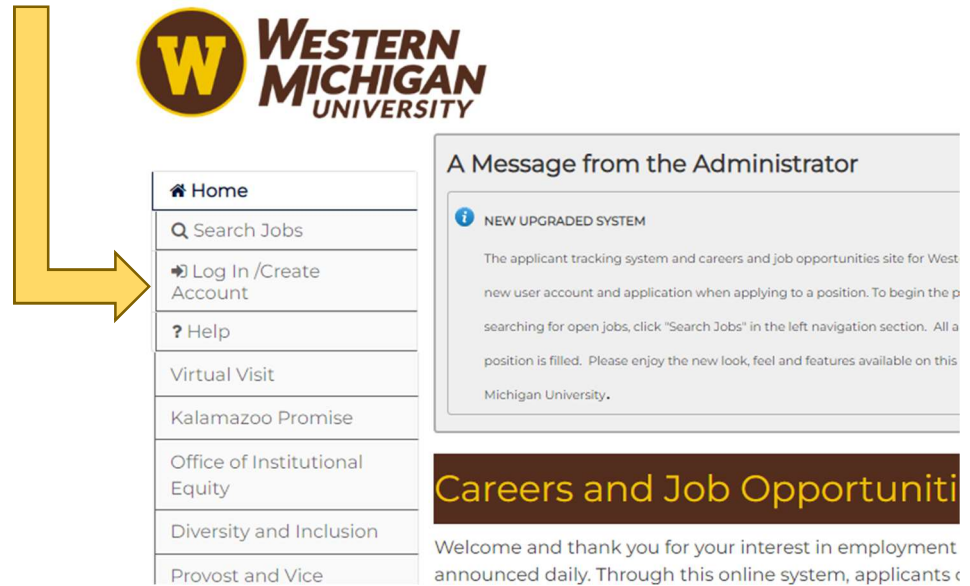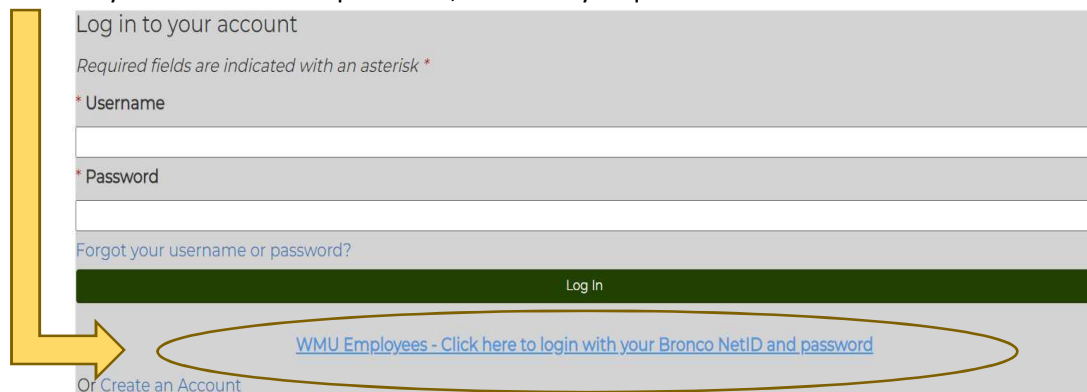1. Go to www.wmujobs.org

2. Click on Log In/Create Account to login as an internal applicant


3. As a WMU employee you will go down to the bottom link to login. This will bring you to a WMU page to enter your BroncoID and password, which may require two-factor authentication.


4. Once you have signed into the website, you will be in the Employer portal. Please scroll down to the "My Links" section and select "Applicant Portal". This will bring you back to WMU's applicant site to search and apply for postings.
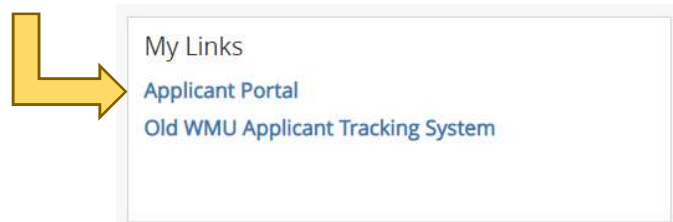
5. Find the position you wish to apply for and click on the title to open position details. ***Please note:*** positions posted internally for the University community <u>only</u> will appear in Search Internal jobs. Positions posted externally, or are available to non-WMU employees, will appear as an internal job as well as in the "search jobs" sections.
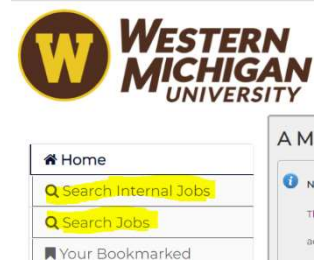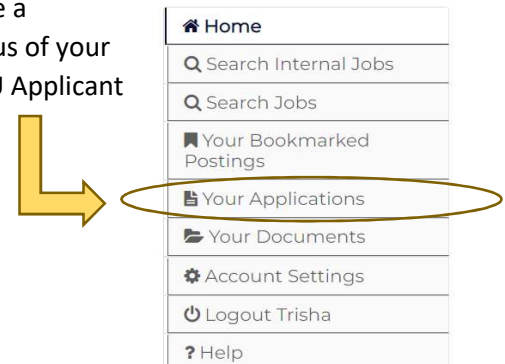

6. To learn more about a specific position, click "View Details" under the position tile.
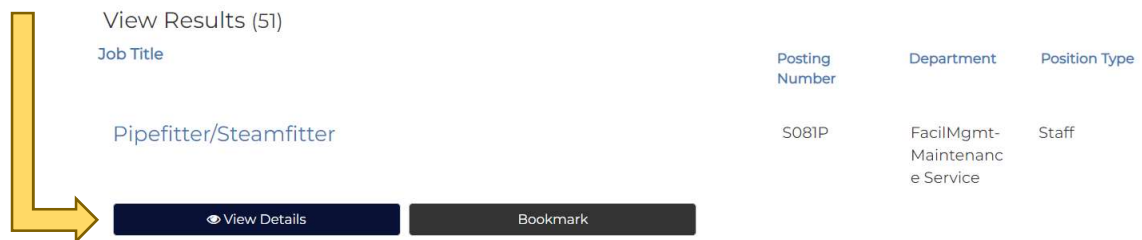
7. If you wish to apply for the position, click on the "Apply for his Job" button.

8. After you have submitted your application, you will receive a confirmation number. You will also be able to see the status of your application(s) by selecting "Your Applications" in the WMU Applicant Portal.

9. If you have any other questions regarding this process, please contact the HR Service Center at (269) 387-3620 or via email at hr-hris@wmich.edu.