



# Returning Employee Checklist

## How To Apply for the 2024 Season

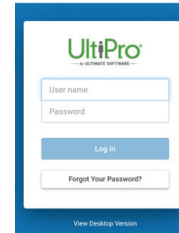
### Step 1: Go to the Employee Portal Sign In Page for Returning Employees

Using your mobile device or desktop:

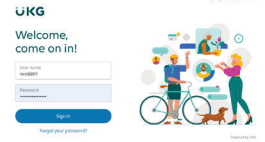
- Go to the CHQ Employment Page: [chq.org/employment](http://chq.org/employment) or [click here](#)
- Scroll down to the Returning Employees section
- Click the green **Learn More** button
- Click the green **LOGIN ON DESKTOP** button

Shortcut to the Employee Portal: [Employee Portal Home Page](#)

Mobile (UltiPro)



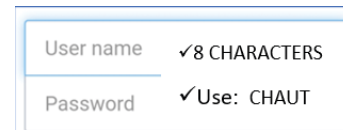
Desktop (UKG)



Mobile Device Users will have a mobile friendly version of the employee portal.

### Step 2: Log in to your Employee Portal Account

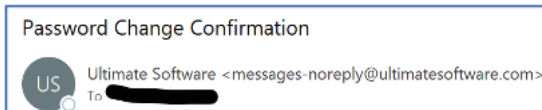
- Enter your username (8 characters):
  - First 3-letters of your FIRST NAME; and
  - First letter of your LAST NAME; and
  - Last 4-DIGITS of your SOCIAL SECURITY NUMBER
  - Example: Username for John Smith would be: JohS1234
- Password: Use the temporary password **CHAUT** (all caps)
  - Change your password when prompted; be sure to write it down in a safe place for future use
  - Follow the password requirements (right) to create your new password
  - A password change confirmation email will be sent from the system to your account email



New password requirements:

- Password length: **15-64**
  - Letters: **2**
  - Uppercase: **1**
  - Lowercase: **1**
  - Numbers: **1**
  - Special characters: **1**
- Examples: !@#\$%^&\*()\_+={[]|\\:;\'<>./~`

Tip: Passwords expire every 90 days.



### Step 3: Go to the Jobs Listing Page and Apply

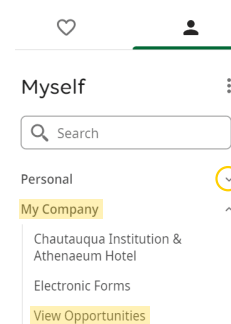
#### Desktop Users

- Click the **Myself** icon (person silhouette on upper-left side)
- Click the **My Company** arrow (right). A menu drops down.
- Click **View Opportunities**. A job listing page opens.

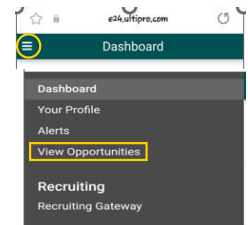
#### Mobile Device Users

- Click the **Hamburger icon** (triple bar) to open the menu
- Click **View Opportunities**. A job listing page opens.

Desktop (UKG)




Mobile (UltiPro)



[Go to next page](#)

## Step 3 Cont'd

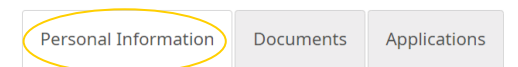
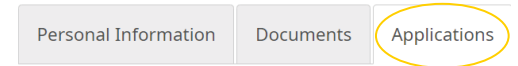
### Update Your Account Information

- After you are logged in, click **My Presence**
- Click the **Personal Information** tab
- Click  to make changes.

**Tip:** We recommend you take the time to complete all the sections in the Personal Information tab (including work experience, education, skills, etc...) before applying for a job to streamline the application process. The information in the Personal Information section will auto populate when you apply for job(s).

### Submitting an Application

- Use the filter function to find the desired jobs
- Click the job title (blue text) to view the full job posting
- To apply, click the blue **Apply now** button
- Complete the application. Be sure to answer all required fields
- Click the blue **Submit** button



### Tip: To check on your application status:

- Click **My Presence**
- Click the **Applications** tab

**Need help?** Contact Human Resources at [employment@chq.org](mailto:employment@chq.org).