



Quick Reference Guide



Topic: How to Apply for an Internal Position

Step-by-Step Instructions to apply for an internal position using OneConnect Oracle Cloud.

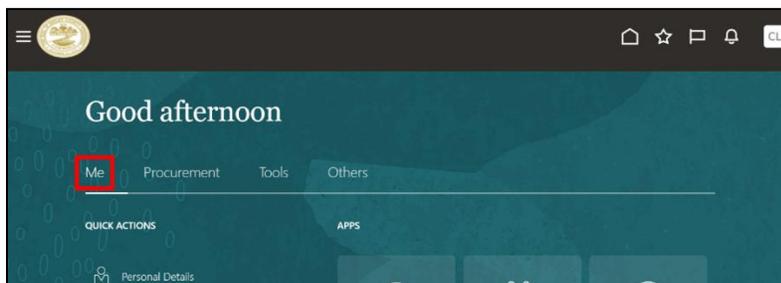
Introduction

To ensure consistency and visibility in our hiring process, all Shelby County Government employees must apply for open, internal positions through OneConnect Oracle Cloud.

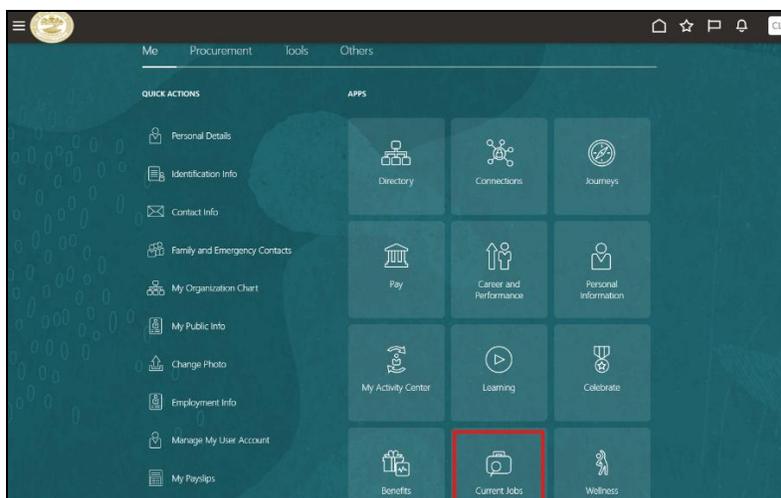
If you are interested in a current job opportunity, please follow the steps below.

How to Apply for Internal Positions:

1. Log in to **OneConnect Oracle Cloud**.
2. Select the **Me** tab.



3. Scroll down and click the **Current Jobs** tile.





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- The first time you click into **Current Jobs**, it will take you to an Interests form from which you can complete and click **Save** or skip by clicking **Cancel**.

Interests

Tell Us About Your Interests

This information helps us recommend relevant opportunities.

General

Where would you like to work?

Jobs

Which organizations would you like to work in?

Organization

What job families are you interested in?

Job Family

Cancel Save

- View available openings in the **Opportunity Marketplace**.

Opportunity Marketplace

Search for opportunities

Opportunity All Jobs Recommended Trending Favorites

29 Items Update Interests Sort By Relevance

JAIL SERGEANT United States Job ID: 260084	DEEDS PROCESSING CLERK United States Job ID: 260082	CORRECTIONS DEPUTY United States Job ID: 260081	MISCELLANEOUS TEMP TN, United States Job ID: 260080
MISCELLANEOUS TEMP	MISCELLANEOUS TEMP	SHERIFF PATROL OFFICER	CORRECTIONS DEPUTY

- Click on the role of interest. Once you are ready to apply, click **Apply** to the right of the job title and submit your application directly through the system.

Additional Details:

- All internal applications must be submitted through OneConnect. Applications sent via email or outside of Oracle Cloud will not be considered.
- Using the Opportunity Marketplace ensures your application is properly recorded and routed for review.
- If you experience technical issues accessing OneConnect, please contact the OneConnect Help Desk at OneConnect.Help@ShelbyCountyTN.gov or 21111.