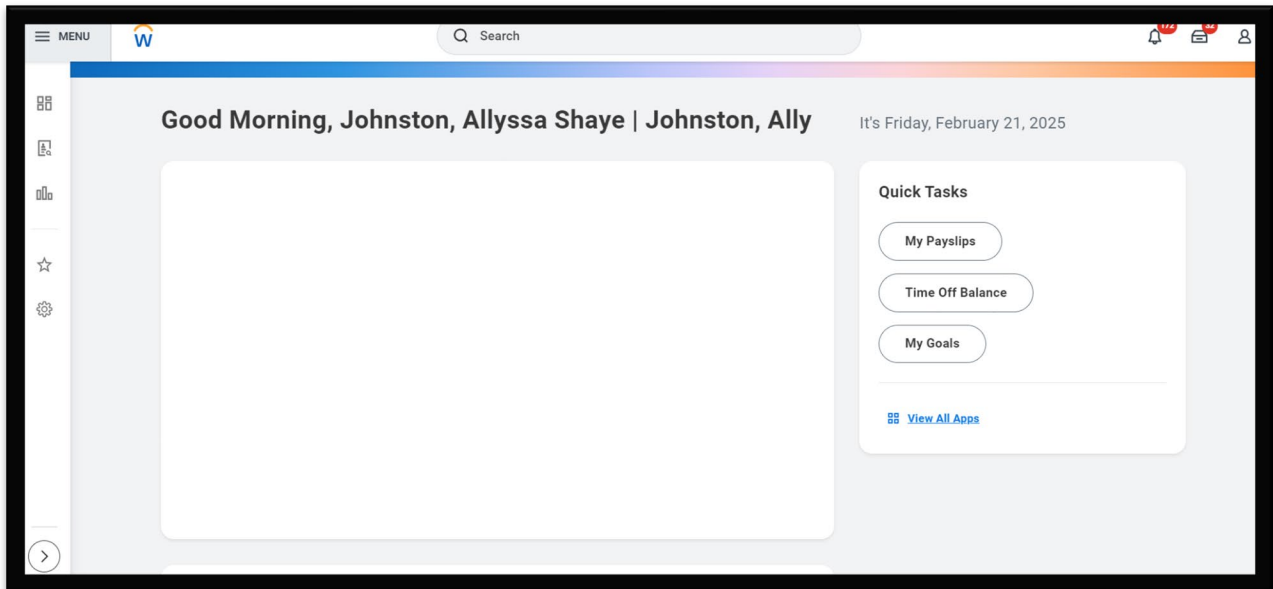


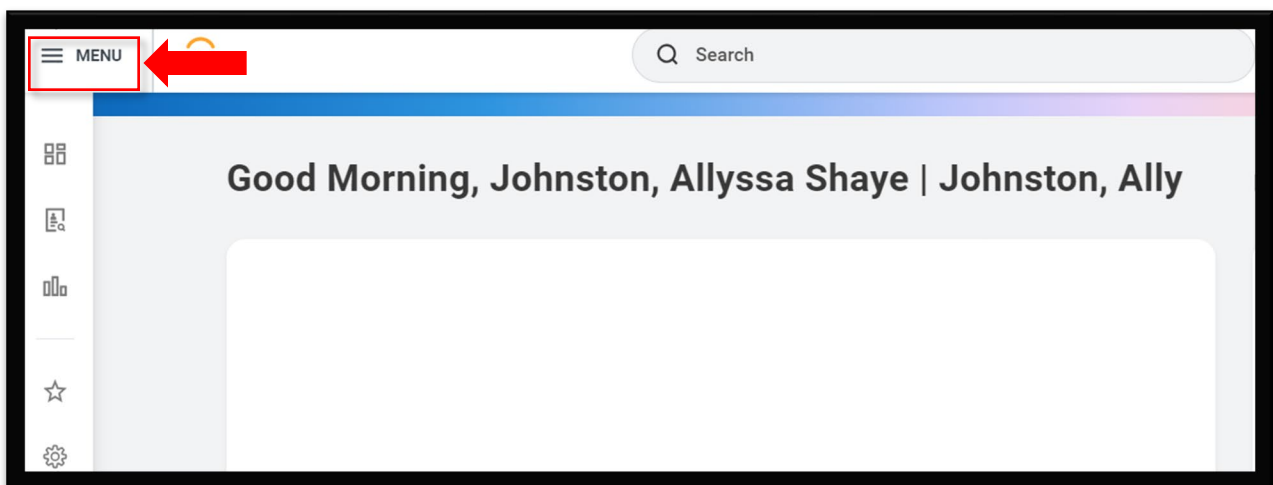
How to Apply to Internal Opportunities

Navigate to the Workday Website > [Workday plmarketing - Sign In to Workday](#) > Sign in

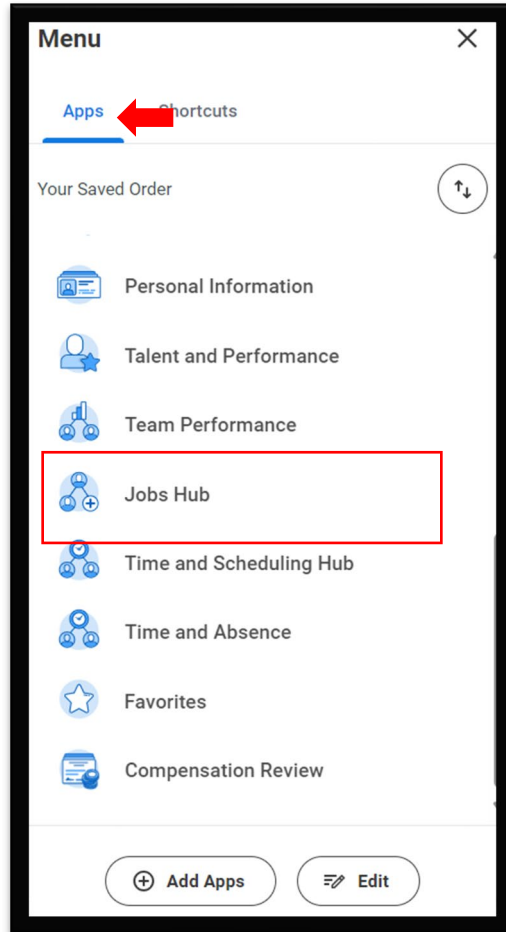
Once you login to the Workday website, you will be taken to your home screen:



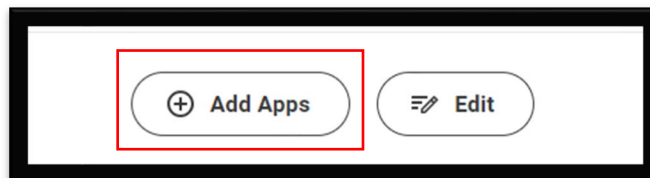
On the top left-hand side of your screen, you'll select the "Menu" button



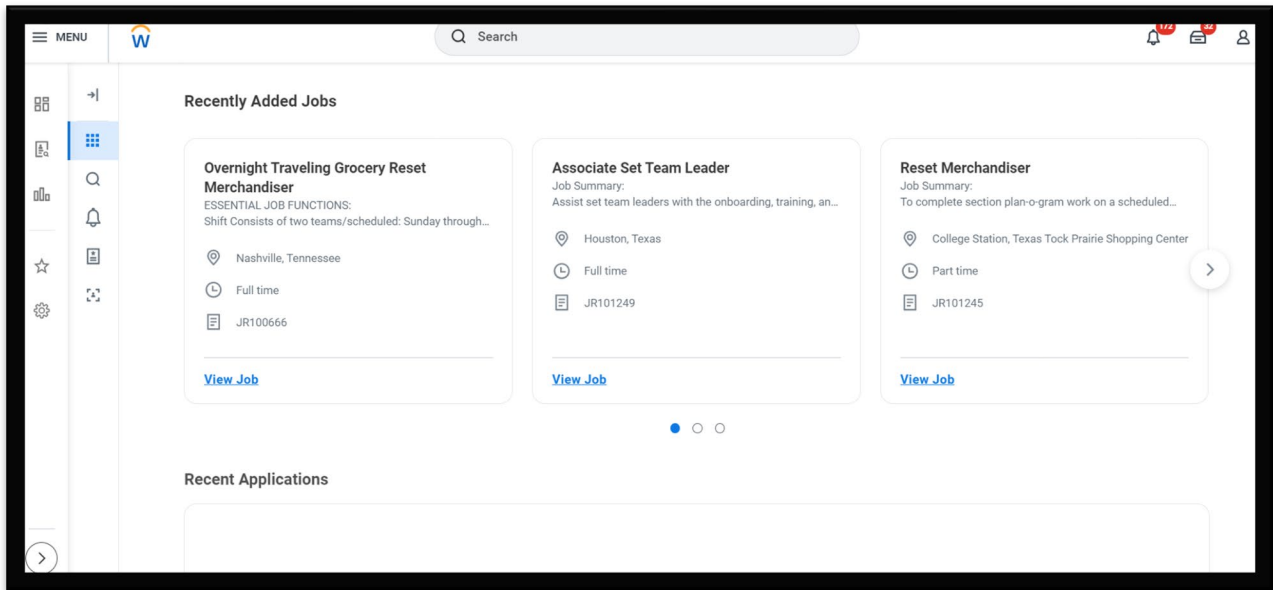
After clicking, a dropdown menu should appear. In the *Apps* menu, you'll want to find and select the **"Jobs Hub"**



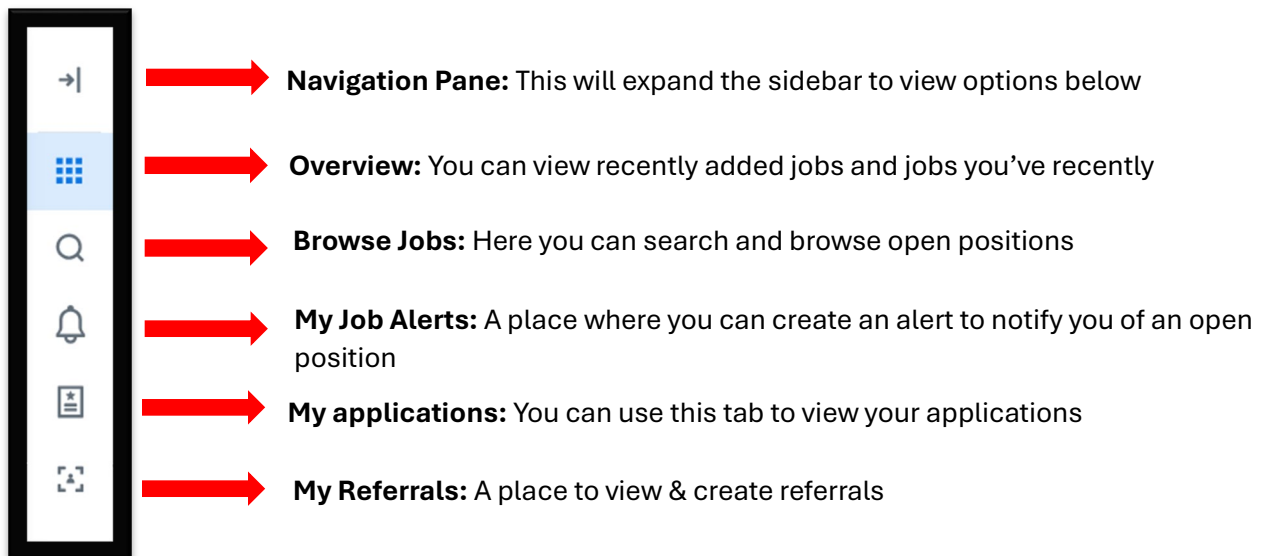
*Note: if the "Jobs Hub" option is not an option, please select **"Add Apps"** at the bottom of the dropdown menu to add this option.*



After selecting Jobs Hub, Workday will take you to the Overview section. Here, you will be able to see recently added jobs & jobs you recently applied to:



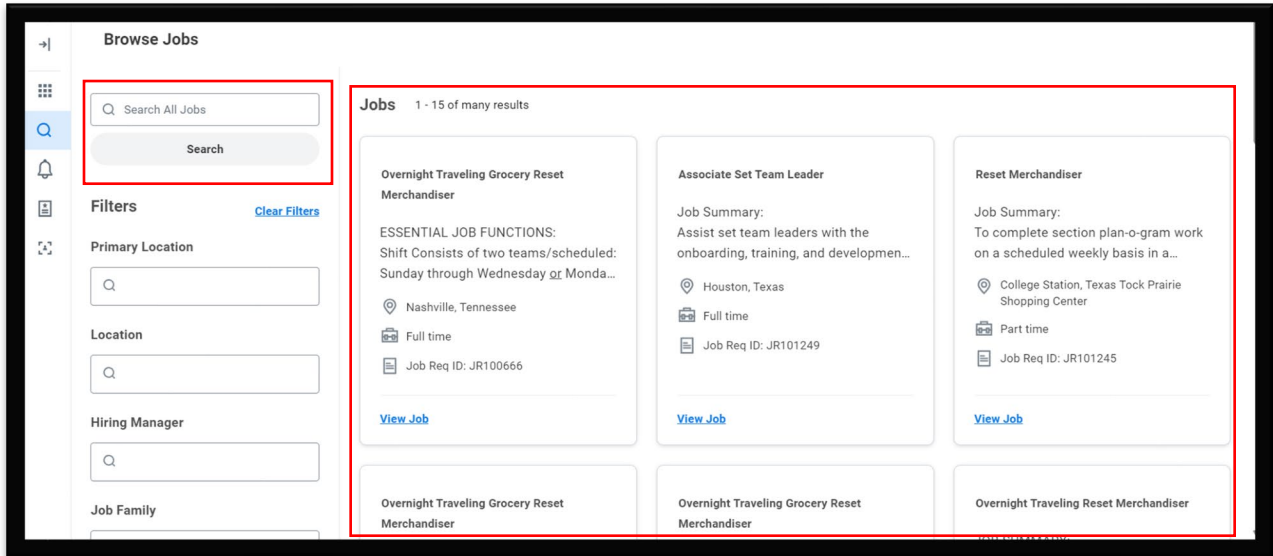
On the left-hand side of your screen, there will be a few options:



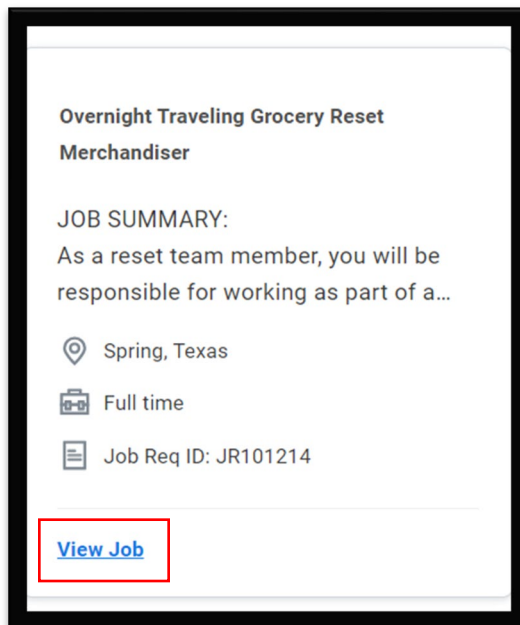
To apply to an internal position:

Select “Browse Jobs” from the sidebar menu

In this window, you can browse through our open positions or search for a specific job.



Once you find the job you want to apply for select “**View Job**”



This will take you to the *Job Posting Details*. Here, you can look over the information about the position.

The screenshot shows a job posting page with the following details:

- Job Title:** Overnight Traveling Grocery Reset Merchandiser
- Buttons:** Apply (highlighted in blue), Refer, Create Job Alert
- JOB SUMMARY:** As a reset team member, you will be responsible for working as part of a team to reset and merchandise shelves. Your key role will be to work collaboratively with your colleagues resetting sections to approved planogram. Additional job duties include moving, re-stocking, or rearranging product on store shelves.
- VIDEO JOB DESCRIPTION:** <https://vimeo.com/818892848?share=copy>
- ESSENTIAL JOB FUNCTIONS:**
 - Shift Consists of: DAY through DAY from TIME to TIME
 - Direct temporary/part-time workers when needed
 - Work independently to execute category/aisle set plan
 - Demonstrate a high level of teamwork when interacting with Kroger, National Food Brokers and other P.L. Marketing employees
 - Apply strong merchandising skills and ability to read, understand and implement planograms per Kroger merchandising standards
 - Operate Kroger equipment in a "safety first" manner
 - Consistently communicate merchandising opportunities to supervisor
 - Provide customer assistance
 - Must remain qualified as an insurable driver
- Job Details:**
 - Job Requisition ID: JR101214
 - Location: [Spring, Texas](#)
 - Posting Date: 02/07/2025 - 14 days ago
 - Job Family: [Set Team](#)
 - Time Type: Full time
 - Job Type: [Regular](#)

Select **"Apply"**

A close-up view of the job title and application buttons:

- Job Title:** Overnight Traveling Grocery Reset Merchandiser
- Buttons:** Apply (highlighted with a red box), Refer, Create Job Alert

Note: You can also refer someone to a specific position and create a job alert from this page

The application process will begin. The application will auto-populate any experience you have highlighted on your Workday profile already.

Apply to Job Internal: Overnight Traveling Grocery Reset Merchandiser

Additional Information

Click the "Go to your profile" button to update your prior work experience and education.
Once you have saved your changes, use the back button on your browser to return to your application or search for the job again to complete your application with the newly entered information.

Contact Information

Recruiters can reach out to you about this application using the public contact information from your worker profile below.

Email ally.johnston@kroger.com (Work)
Phone Number (empty)

Experience

Add

Submit Save for Later Cancel

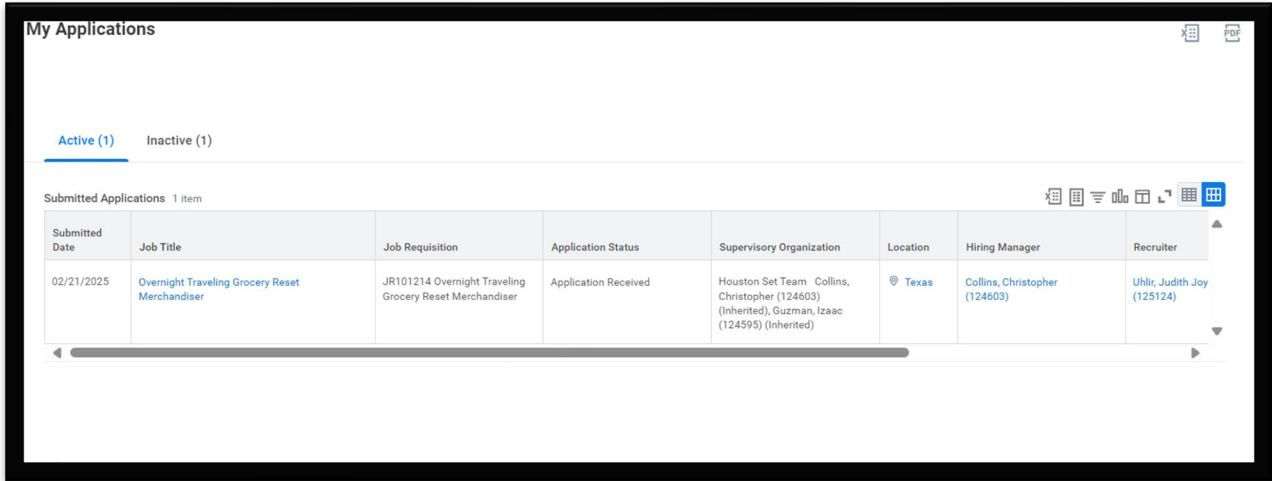
Note: Please be sure to double check any current skills/experience and add what you would want entered.

Once you have filled out your application and answered the required questionnaire, select **"Submit"** at the bottom of the screen.

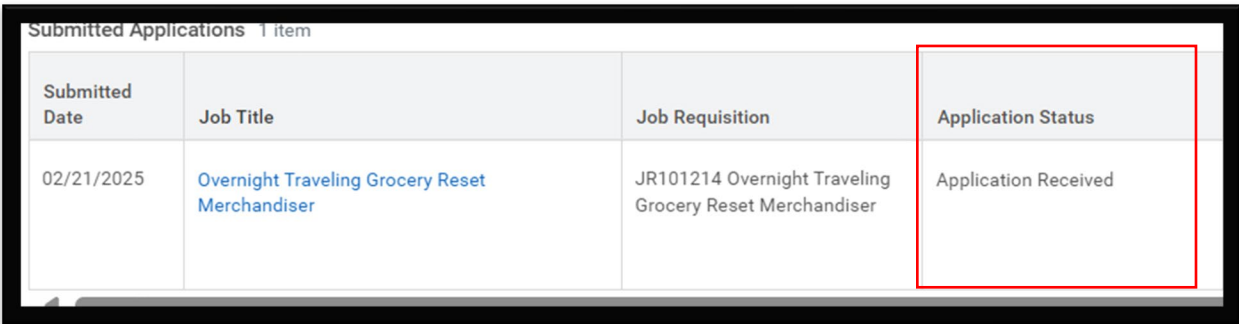
enter your comment

Submit Save for Later Cancel

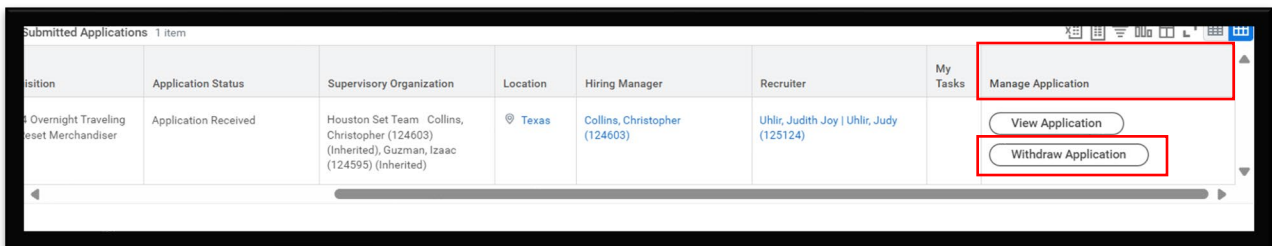
After submitting, you can view your application by navigation to Jobs Hub > My Applications



On this page, you will be able to check the status of your application



If you no longer would like to be in consideration for an opportunity you have applied for, you can scroll to the far right and select "Withdraw Application" under the "Manage Application" column.



Jobs Hub > My Applications > Active > Scroll to the right > Withdraw Application