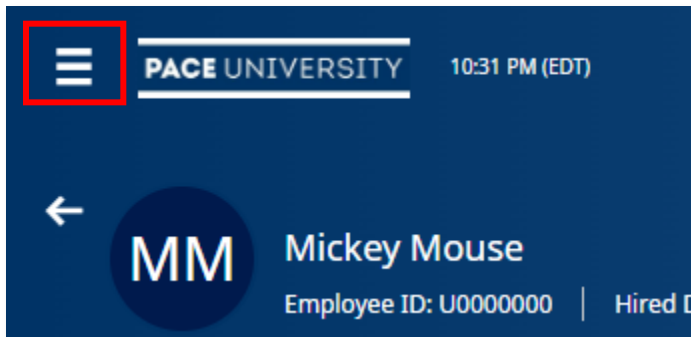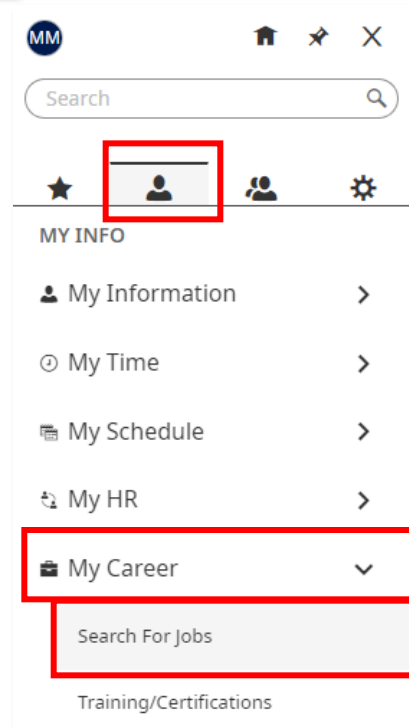# How to View Internal Postings as a Pace Employee:

All Pace employees have access to view Staff and Faculty job openings at Pace for 5 calendar days before they are advertised on our careers.pace.edu website.

To view these postings, you must log into the UKG Ready system. Once logged in, follow the below steps to access the Internal My Careers board:

1. Click in the **Hamburger menu** in the upper left:

2. Select the **Single Person Icon** and then click on **My Career>Search for Jobs**.

3. The Internal Careers job board will appear: