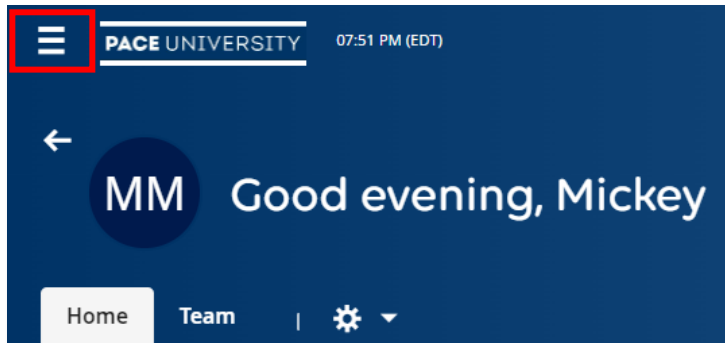


## How to View Internal Postings as a Pace Employee (Staff, Faculty and Students):

All Pace employees, including Staff, Faculty and Students, have access to view job openings at Pace on the internal “**My Careers**” board.

To view these postings, you must [log into the UKG Ready system](#) with your Pace Portal credentials (this link is also available in Portal). Once logged in, follow the below steps to access the Internal “**My Careers**” board:

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



2. Select “**My Info**” and then click on “**My Career**”>”**Search for Jobs.**”
3. The Internal Careers job board will appear:

