

# How to Search and Apply for Jobs Instructions

Please Print these Guidelines for future reference.

## How to Search for Jobs

**IMPORTANT: Do not click the Back button on your browser**

### Full Text Search

The screenshot shows the Amgen Job Search page. At the top left is the AMGEN logo. Below it is the text "Job Search". A navigation breadcrumb reads "My Amgen Career Home Page > Job Search". A message states: "You are now ready to search for exciting career opportunities at Amgen". There are two buttons: "Start Search" and "Reset". A link "Notes on Search" is on the right. The "Full Text Search" section contains a "Search for" text box and a "Search Method" dropdown menu currently set to "One word (OR)". An arrow points to the dropdown menu.

- To search for specific positions, enter key words that best describe the job in the Search For box:
  - Reference code
  - Job Title – i.e., Scientist, Finance Manager, etc.
  - Location – please include the location you are interested in to narrow your search. Include the city and state (for U.S. locations). For a broader search of positions in all locations, do not include it in your search criteria. For field based positions, please include the largest local city to where you are interested.
- Searches are not case sensitive.
- If you enter several words, separate them with a space, not with a comma, semicolon or other punctuation mark
- Click on the Search Method drop down menu to choose which search criteria you would use.

This screenshot is similar to the one above but shows the "Search Method" dropdown menu set to "All words (AND)". An arrow points to the dropdown menu.

- By choosing  , you will search for jobs that contain the single word you have entered in the Search For box. For example, if you typed in Accounting Manager, you would be shown positions that have either Accounting OR Manager in the title.
- By choosing  and typing in Accounting Manager, you will find positions that have both words in the field but not necessarily together.
- By choosing  , your search will look for positions that had the exact words you have typed in together.
- You can click  to begin your job search using the key words you have entered.

### Search Criteria for Employment Opportunities

- For a more specific search, utilize the extended search capability. You can utilize extra criteria by using the drop down menus in the following categories:

**Search Criteria for Employment Opportunities**

Career Category:   
 Country:   
 Contract Type:   
 Hierarchy Level:

**General Search Settings**

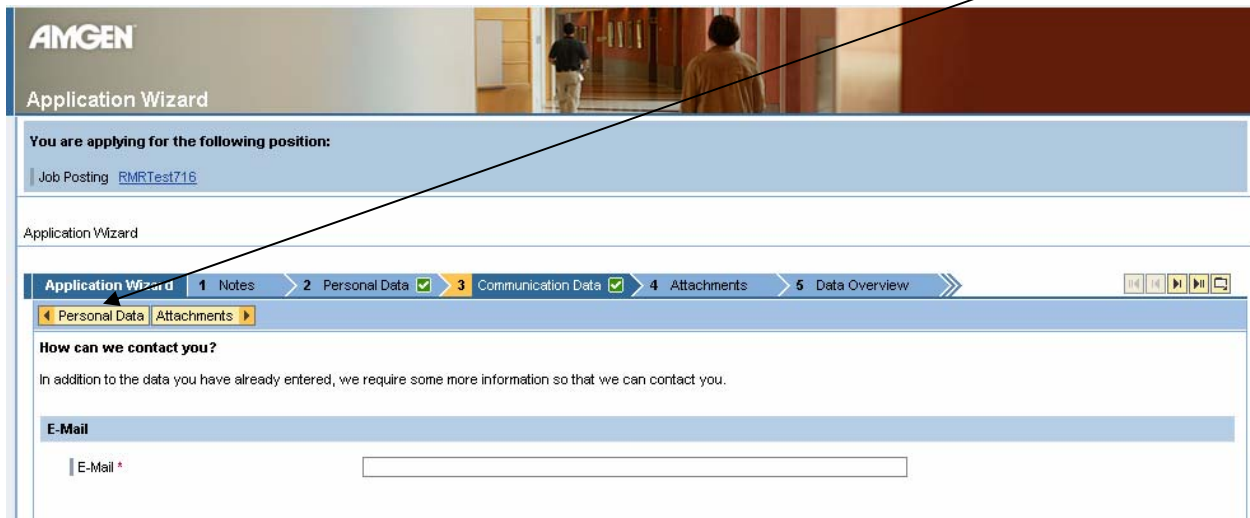
- You do not need to complete all criteria to search for jobs at Amgen. Utilize those that best describe the position you are looking for.
- Click  at the bottom to start.

# How to Apply Instructions

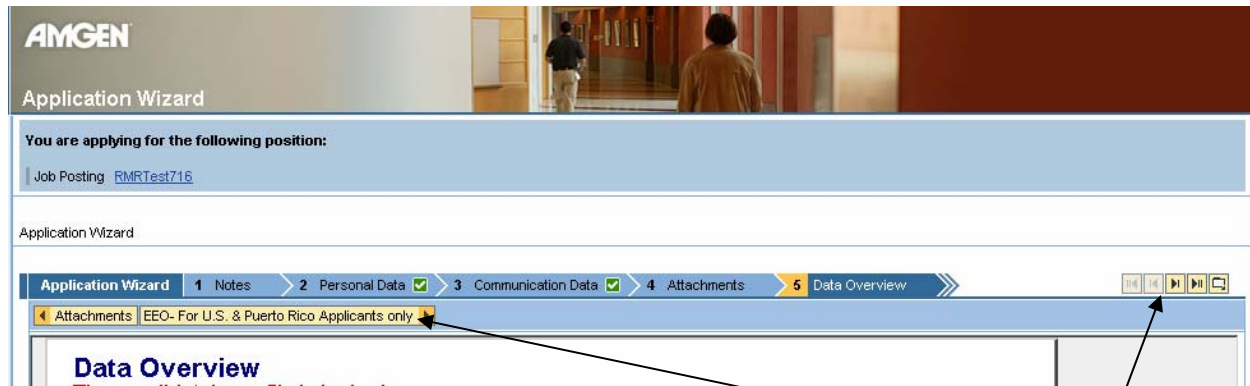
## First Time User

### Step 1 – Apply to a Job Posting

- Click on the [Search and Apply for Jobs](#) link on the main job search page.
- Choose a search criteria or just click [Start Search](#) to view all open positions.
  - **IMPORTANT: Do not click the Back button on your browser to go to a previous tab. Please use the blue or yellow tab buttons.**



- View the details of a particular job by clicking on the name of the job posting in blue
- Select a job that you would like to apply for by clicking the  to highlight the row in orange.
- Click [Apply](#) and a new window will appear. Enter your first name, last name and e-mail and click  to confirm that you have read and accept the data privacy agreement. Your e-mail address will be the primary source of communication, so provide one that is current and monitored.
- Click [Save and Continue](#).
- Complete the first 5 tabs in Application Wizard (NOTE: there are 8 tabs total). It is important that you attach your resume/CV on tab 4.



- To move on to tabs 6, 7 and 8, use the yellow tab buttons at the top left of your screen. Otherwise, click the symbol at the right corner of the page. To review all tabs click on the symbol at the top right corner of the page.
- If in the United States or Puerto Rico, click the **EEO** button at the top left corner of the page and complete tab 6.
- Complete tab 8 and click **Submit** to submit your application; you will receive a pop-up message verifying that your application was sent successfully.


## Step 2 – Receive Confirmation E-mail

- A **confirmation e-mail** will be automatically sent to your e-mail account and will contain your username and password. **Save this e-mail**, as you will need it to log in, update your profile and apply for more jobs.
- Typically, confirmations are sent out within one hour from the time you submit your application.
- If you try to re-register before you receive confirmation, you will see an error message. E-mail address is already reserved; specify a different one

## Returning User

### Step 3 – Login & Create/Update Your Career Profile

- Click on the link in your confirmation e-mail or return to the Amgen.com Career page on the job search page, find your location and click the [Returning Users Click Here to Log In](#) link.
- Use the username and password supplied to you by your confirmation e-mail to log in. You will be asked to change your password at this time.
- From this page, click on [Career Profile](#) to create or update your Career Profile, which is your online Amgen resume.
- Ensure that you review and complete all **9** tabs of the Career Profile (note: there will be 10 tabs to complete for US and Puerto Rico). Not all tabs will be visible at the top of the page. To navigate through all tabs, use the yellow buttons or click the

symbol at the top right corner of the page, or to navigate through all tabs, click on the  symbol at the top right corner of the page.

- **You only have to create your Career Profile once** – although you can log in to your Career Profile to make changes or updates at any time.

#### Step 4 – Release Your Career Profile

- Releasing your Career Profile enables Amgen recruiters to match your skills to our job openings while searching through the candidate talent warehouse database. If you choose to lock your profile, it will only be considered for the position for which you applied. Your profile is automatically released unless you click on [Lock Profile](#).
- Click  to confirm that you have read and accept the data privacy agreement on the final tab. Click “Save” at the bottom.

#### Step 5 – View and Apply for More Job Openings

- On your My Amgen Career Home Page, click on the [Job Search](#) link to search and apply for additional job openings. The information you supplied in your Career Profile will be included in the Application Wizard. Submit your application on tab 13.

#### Step 6 – Monitor your Applications

- You will be notified of Amgen’s receipt of your application by e-mail, typically the same day. You can monitor the status of all your applications under **Applications** on your Amgen Career Home Page.