



People and Money system

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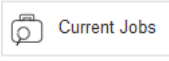

Candidate Guide- How to withdraw an Internal Application

Candidate

Estimated time to complete: 2 minutes

In Brief...

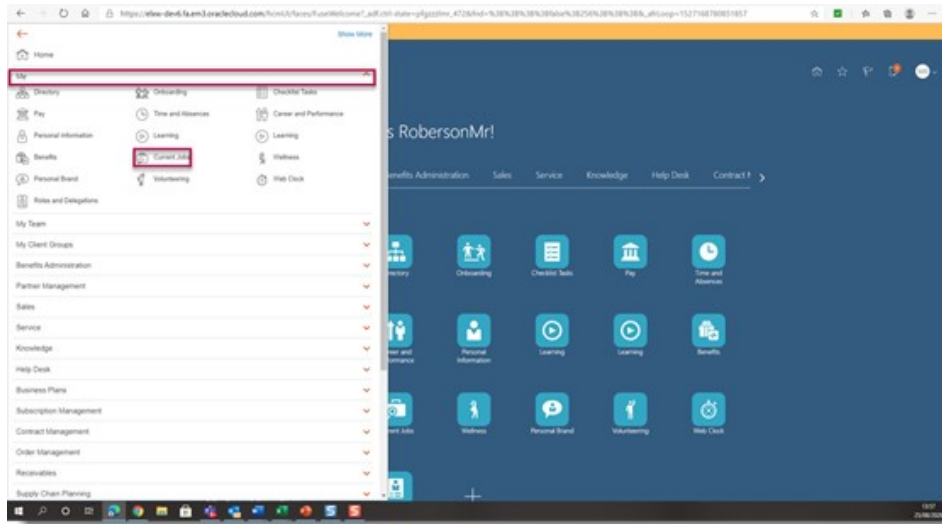
This is a simple overview of the process.

1. From the Home page, click the **Navigator**  menu on the top left icon.
2. Open the **Me** section, and click **Current Jobs** .
3. Then select the **Job Applications** tile.
4. Find the job and click the **ellipsis**  then select **Withdraw Application**.
5. Receive email confirmation of Withdrawal and/or Interview cancellation.

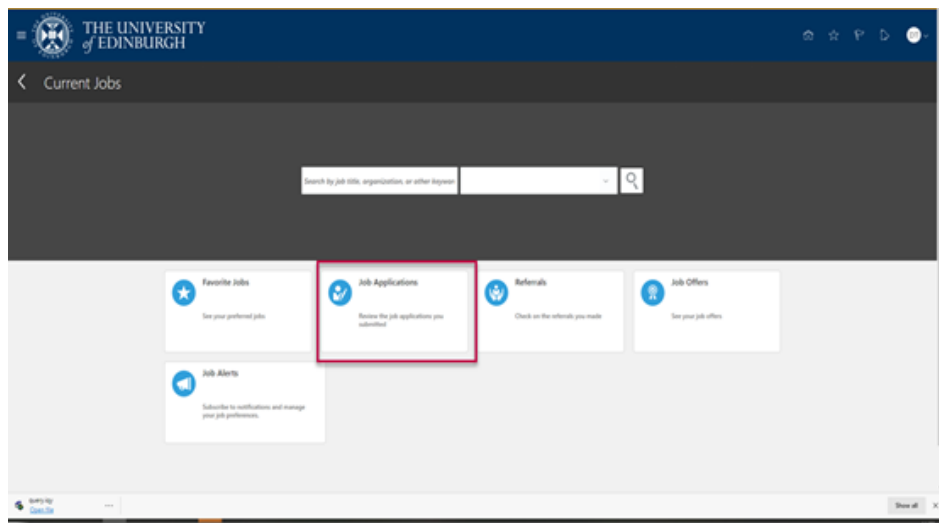
For detailed guidance, see the next section.

In Detail...

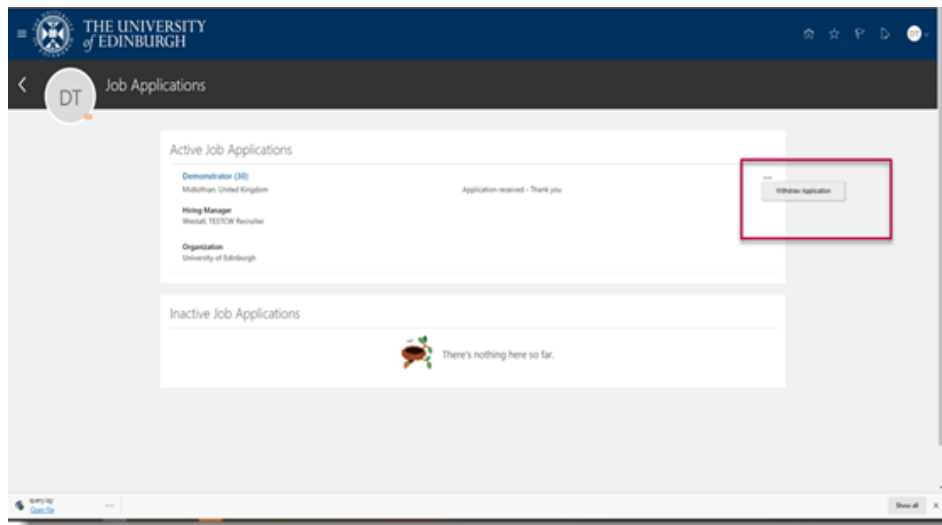
1. From the Home page, click the **Navigator** menu on the top left icon.
2. Open the **Me** section, and click **Current Jobs**.



3. Then select the **Job Applications** tile.



4. Find the job and click the **ellipsis** then select **Withdraw Application**.



5. View the received E mail confirming **Withdrawal** and/or **Interview cancellation**.

Glossary

Please refer to the glossary