

## **Job Posting F.A.Q**

### **1. How do I post on a job?**

You can post via the Employee Kiosk by clicking “Apply to Posting” or on your browser by going to [Windsormodules.com](http://Windsormodules.com). Fill out the form with the details of the job you’d like to apply for and submit.

### **2. Where do I find the job postings?**

On the Windsor Modules page under the “Job Postings” section, on the Employee Communication Board, and posted on the Mylife page!

### **3. What if I want to go back to my old job?**

You have a **30-day** qualifying period, starting from the date you moved to the new job, that you can decline your new position and return to your old job. Please let HR or your supervisor know if this is the case.

### **4. How long before I can post on other jobs?**

Once you move to a new position, you are locked into that spot for a 1-year period. During this year you cannot post on other jobs postings unless it is to move shifts or for a higher-rated position.

### **5. What if I want to apply for more than one position at a time?**

You can apply for as many jobs as there are posted. Please submit one job application for each job that is posted. If you

are the successful candidate of multiple, you will be asked to accept one and decline the others.