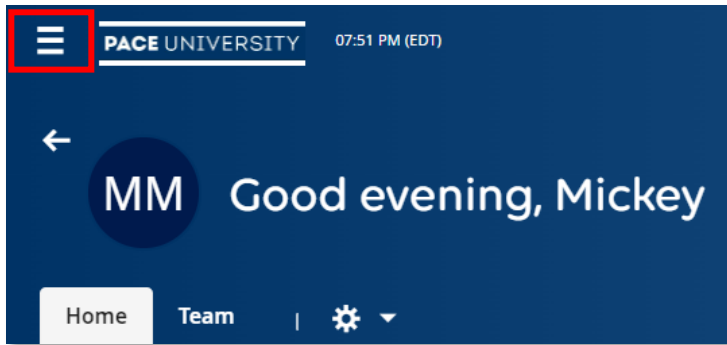# How to View Internal Postings as a Pace Employee (Staff, Faculty and Students):

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 here 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: