

GM Unit Local 652

Enhanced Employee Application Process Highlights for Employees

EPS (Area Hire/Ext. Area Hire)

What to expect with the new Enhanced Employee Application Process?

- Employees will no longer put in an application for all locations of interest then wait to be offered the first location with openings. Instead, employees will sign up for *notifications* to locations of interest and apply directly to the Job Transfer Opportunities as they become available.
- Please log into **the Employee Placement System (EPS) by going to Socrates (Personal “tab”, then EPS under “careers”) or eps.gm.com** to sign up for notifications or to apply for Job Transfer Opportunities as they become available.
- Employees will be notified (via email and/or text messaging) when their selected facilities have an Appendix A Job Transfer Opportunity.
- All open Appendix A Job Transfer Opportunities, whether selected or not, will be posted in EPS and viewable by all employees on their EPS profile page.
- When an Appendix A Job Transfer Opportunity is posted for any facility, employees will be able to make application by signing into EPS. The Job Transfer Opportunity will show on their EPS profile page.
- The Job Transfer Opportunity will be time stamped and remain open for an application period of 10 calendar days.
- Employees that make application(s) can cancel their application(s) at any time during the 10-day application period. This allows employees to apply for a location of interest, but if another location they prefer “opens up” within the 10-day window, they can cancel that application and apply to the preferred location. Previously, employees who applied for multiple locations were locked into the first location with openings.
- Upon expiration of the 10-day application period the list of applicants will be sorted according to the Appendix A eligibility rules and qualifying employees (according to the number requested on the job posting) will be notified of their report to work date.

****The preferred method of communication is email and text messaging. Paper notification remains an option for report to work letters only.**

- **Employees will NOT have the opportunity to refuse the applied for job after the 10-day application period expires; thus employees selected for transfer will be required to report to the new location as per their report to work letter.**
- Employees not qualifying for transfer will remain eligible to apply for future openings without a hold period.
- Open Job Transfer Opportunities will also be posted at the Union Boards in all shops.
- If you have any questions regarding this process please contact **Scott Gaudard**:
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 - 517-304-9041 – cell
 - 517-885-7848 – desk