BB&T Job Awareness Talent Gateway
Reference Guide

Job Awareness Guidelines
Welcome to the Job Awareness Talent Gateway! You are welcome to search for job opportunities and monitor the status of any applications you have submitted.

Before applying for a job, however, please note that the Job Awareness policy does include several considerations around applying for a job internally:

- The associate should have informed his/her manager of the intention to apply for other positions.
- The associate should have no more than 2 active applications at once.
- The associate must have been in his/her current position for 18 months or have his/her manager’s approval to apply.
- The associate must not have been issued a final written warning in the 90 days prior to application.

Accessing the Site

For your convenience, the Job Awareness Talent Gateway has been set up as single-sign-on, which means that if you are logged into the BB&T network, the system will recognize you and you will not need to create or remember any username or password for the site! To get to the Job Awareness Talent Gateway from InSite, go to Job Awareness Talent Gateway from the Quick Links pane.

If you want to access the site when you are not connected to the BB&T network, first make sure you have a personal e-mail address or cell phone number in Workday (Workday > Personal Information > Contact Information). Once this information is in place, to access the Job Awareness Talent Gateway from your personal computer or mobile device, either click on the direct link: Job Awareness Talent Gateway or go to http://bbt.com/applicationaccess and select Job Awareness Talent Gateway. The next screen will ask for your network logon ID (A-number, B-number, C-number, or D-number) and your network password (how you log into your work computer), and then will e-mail or text you a security code, depending on the option you select. Enter the security code. If using a public computer or a device that does not belong to you, do not check next to ‘Remember This Device’. Click Sign In and the Job Awareness Talent Gateway will appear.
Accessing the Site

If your access to the BB&T Network has been inactivated you may receive an error message similar to the example below. Please follow the instructions below instead of calling the Help Desk.

The following error (s) occurred:
Your account has been locked due to an excessive number of invalid logon attempts. If you need assistance, please call the Network Control Help Desk at 866-567-4357 (HELP).

Please go back and choose the registration option to register for access. (Examples shown below)
Complete the registration using your (non-BB&T) email and phone number, then click submit.

Once your registration has been verified you will receive an e-mail providing you with a new username. You will use the password that you created when submitting your registration. Registration verification may take up to two business days. Please see example below.

From: hsregister@bbandt.com
Sent: Friday, January 23, 2015 1:00 PM
To: Doe, John
Subject: BB&T Internet Registration Approval

John,
Your registration has been approved.
You will need the following User ID to access a BB&T application outside the BB&T network. You will also need the password you chose when registering for access.
User ID: XXXXX****
Questions regarding this communication should be directed to the BB&T Network Help Desk for assistance at 866-567-4357.
Site Navigation

- Once on the site, a Welcome screen will appear. If you are logging in without having previously applied for a job, the greeting will say only “Welcome.” After having applied for a job, it will greet you by name.

- There are two e-mail addresses available for difficulties or questions. If you need technical help as you apply or navigate through the system, please contact applicationassistance@bbandt.com. For disability accommodation, contact accessibility@bbandt.com or 866-362-6451.

- There are two search fields. Use the first one to search by job info such as title, requisition number, or keyword. Use the second field to search by location.

Tips for location search

- To search a 25-mile radius:
  - Use zip code, then pick from the drop-down (most precise search)
  - Type the city, comma, full state name, then pick from the drop-down. Example: “Raleigh, North Carolina”
  - To search only by city (not using the 25-mile radius), type the city, comma, 2-digit state abbreviation and click Search. Example: “Raleigh, NC” (no drop-down selection required)

- An Advanced Search option is also available.

- From the Search Results page, click on the job title to display the job details.

- The job details will show some information not visible on the external site, like hiring manager name, Employment Consultant name, grade, and salary. Please do not contact the hiring manager directly, however. If you wish to discuss the job, please reach out to the Employment Consultant.
Applying for the Job

- When you have determined that you are qualified for this job and wish to pursue it, click Apply to Job at the bottom of the Job Details screen. Please note that the Job Awareness policy does include several considerations around applying for a job internally:
  - The associate should have no more than 2 active applications at once.
  - The associate must have been in his/her current position for 18 months or have his/her manager’s approval to apply.
  - The associate must not be under a stated period of disciplinary corrective action.
  - The associate should have informed his/her manager of the intention to apply for other positions.

- Clicking Apply for Job will bring up the Gateway Questionnaire.

Tips for the application

- The first question asks if you are currently working for BB&T as an agency temp or an independent contractor. If you are a regular associate employed directly by BB&T, please select No.
- Next, the system will ask you to put in a resume and/or cover letter. This is not a required step, but adding a resume is strongly encouraged. You have the option to upload the document or copy-and-paste/type it in. Uploading preserves the formatting and is the recommended method.
- If you do not know your Workday Associate ID, go to the InSite homepage and click on Workday on the left. When Workday opens, you will see your Associate ID in the upper right-hand corner in parentheses right after your name.
Viewing Job Application Status

- To keep track of your status on the jobs you have applied for, return to the Job Awareness Talent Gateway (which will now recognize you and greet you by name), go to the Candidate Zone, and click on Job Submission Status.

The system will show an HR Status and req status for each of your positions (though they update on a delay). Combining the two statuses will inform you which are active applications that count towards your limit of 2.

- Also on this page, you may withdraw from a position if it is active by clicking “Withdraw” on the far right. 24 hours after withdrawing from a position you may undo the withdrawal by clicking “Re-Activate.”

- When you are finished reviewing this page, click on Home at the top of the screen to return to the menu.