

# TEMPORARY CHANGES TO THE BID POSTING AND APPLICATION PROCESS



## FOR UPSTATE NY LOCAL 97 AND 97C POSITIONS

Effective April 29, 2020

Please be advised we have adapted the Post and Bid Process for Upstate New York Local 97 and 97C job postings. These changes are being made on a temporary basis to adapt to and address the safety concerns associated with social distancing, off-siting and working from home, ... Once we return to a 'normal' operating and safety environment will be revert back to the standard process used to post and apply for position in UNY.

Procedure:

- **To Review the Job Postings:**

- Call and listen to the UNY Posting Hotline (voicemail) at 315-428-5300  
or
- View the job postings on the Local 97 website (<http://www.ibewlocal97.org/>)  
or
- View the job postings in MyHUB
  1. Click on the drop down menu at the top of the MyHub homepage and go to the Career section
  2. Search jobs or search by job title.

**Note:** Recruiting will still be emailing the job postings to the distribution list. Those who receive the postings via the distribution list will email/forward the postings to others in the: department, barn, facility, ... that they work in. Additionally, Supervisors will not be signing Bid Forms while these procedures are in place.

- **To Submit Bids:**

- Fax your Bid Form to: 315-401-7890  
or
- Scan and email your Bid Form to: [RecruitingNY@nationalgrid.com](mailto:RecruitingNY@nationalgrid.com)  
or
- Take a picture of Bid Form with mobile phone and email it to:  
[RecruitingNY@nationalgrid.com](mailto:RecruitingNY@nationalgrid.com)  
or
- Apply through MyHub

1. Click on the drop down menu at the top of the MyHub homepage and go to the Career section
2. Search jobs, or search by job title.
3. Fill out online Bid Form and hit submit

Please retain your Bid Form, email and/or picture as proof of submission date and time.