

# WEEKLY BID POSTING AND APPLICATION PROCESS FOR UNY LOCAL 97 AND 97C POSITIONS

## Procedure:

### To Review the Job Postings:

- Call and listen to the UNY Posting Hotline (voicemail) at 315-428-5300
- View the job postings on the Local 97 website (<http://www.ibewlocal97.org/>)
- 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 should email/forward the postings to others in the: department, barn, facility, ... that they work in.

### To Submit Bids:

- Fax your Bid Form to: 315-401-7890
- Scan and email your Bid Form to: [RecruitingNY@nationalgrid.com](mailto:RecruitingNY@nationalgrid.com) (preferred)
- 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 application and hit submit
  
- Take picture of Bid Form with mobile phone and email it to: [RecruitingNY@nationalgrid.com](mailto:RecruitingNY@nationalgrid.com)

\*Please retain proof of Bid Form and submission date and time