

Step-by-Step Instructions

Internal Candidate Application

Performed by: Employee

1. From **Me** dashboard, navigate to the app section and select **Current Jobs**.

Good morning, !						
Me	My Client Groups Tool	s Others				
QUICK ACTIONS APPS						
ů	Personal Details	f	C	tů	•	
P	Identification Info	Pay	Time and Absences	Career and Performance	Personal Information	
\Join	Contact Info					
ີ່ສູງ	Emergency Contacts	lacksquare	K 0	٢	<u>i</u>	
2	Employment Info	Learning	Current Jobs	Web Clock	Roles and Delegations	

2. If desired, to see all jobs, remove the filters from the location field. Click **Search** (magnifying glass icon).





3. Review the *Requisitions* that are posted *internally*. Select the **Requisition Title** to review the details. If necessary, use the filters on the left to narrow down the search.

Jobs	
Jobs (25) Search Filters Clear A A Location United States (7) TX, United States (6) Allakaket, AK, United States (2) Downers Grove, IL, United States (2) Geismar, LA, United States (2)	✓ Q Hide Filters Sort By Relevance ✓ ✓ JV01-PIPEFITTER I (13) (13) TX, United State: Hiring Manager MILLER, THOMAS Organization 801400 FREEPORT
Nork Locations Logwood San Antonio (6) JVIC and ZII Pasadena Blvd (4) 155 DUKEVILLE RD (3) JVIC Freeport - 218 Commerce (2) 3741 Red Bluff (2)	 ES01 - Talent Acquisition Recruiter 1 (12) (12) TX, United States Hiring Manager SULLIVAN, KANDICE Organization ES01 - Enterprise Services

4. If qualified and interested, select the **Apply** button in the top right corner.

<u>Note:</u> If the apply button is missing notify Workforce Planning and Staffing. There is likely an error in the posting process.

Talent Acqui 24	sition Coordinator - KR 2		Actions T Apply
	Job Info Organization 99134 WORKFORCE PLANNING Job Family Employee Relations Job Grade Grade-08 Locations Geismar, LA, United States	Work Locations Logwood San Antonio Posting Date 2/2/23 Posting Visibility Internal and External Full or Part Time Full time	

5. Add a *resume or other documents* to the **Supporting Documents** section, as necessary. Click **Continue**.

1 Supporting	g Documents	
æ	Drag files here or click to add attachment 🗸	
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6. In the Employee Name field, type your name. Click Submit. A blue message will appear confirming the application has been submitted.

Complete Job A Talent Acquisition Coord	pplication inator - KR 2, 24		Sub <u>m</u> it	Cancel
	A copy of your skills and qualifications will be included with Review Skills and Qualifications	your job application.		
	① Supporting Documents		🖌 Edit	
	E-Signature			
	*Employee Name			
Talent Acquisitic	n Coordinator - KR 2			Articura
24				Actions
0	You applied on 2/2/23 4:39 PM			
Jo	b Info			
	Organization 99134 WORKFORCE PLANNING	Work Locations Logwood San Antonio		
	Job Family Employee Relations	Posting Date 2/2/23		
	Job Grade Grade-08	Posting Visibility Internal and External		
	Locations Geismar, LA, United States	Full or Part Time Full time		