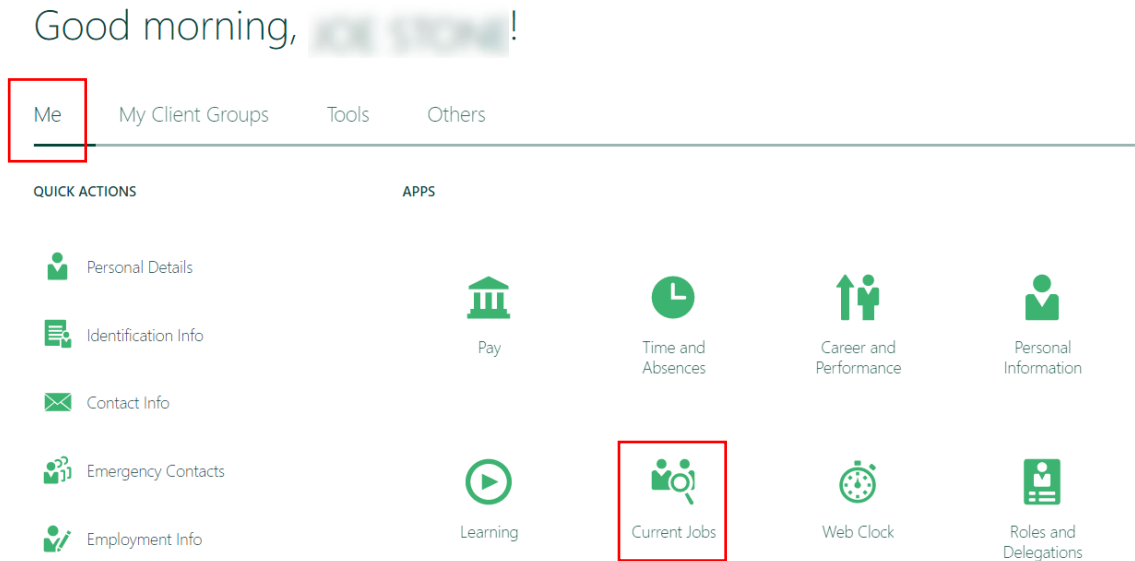


## Step-by-Step Instructions

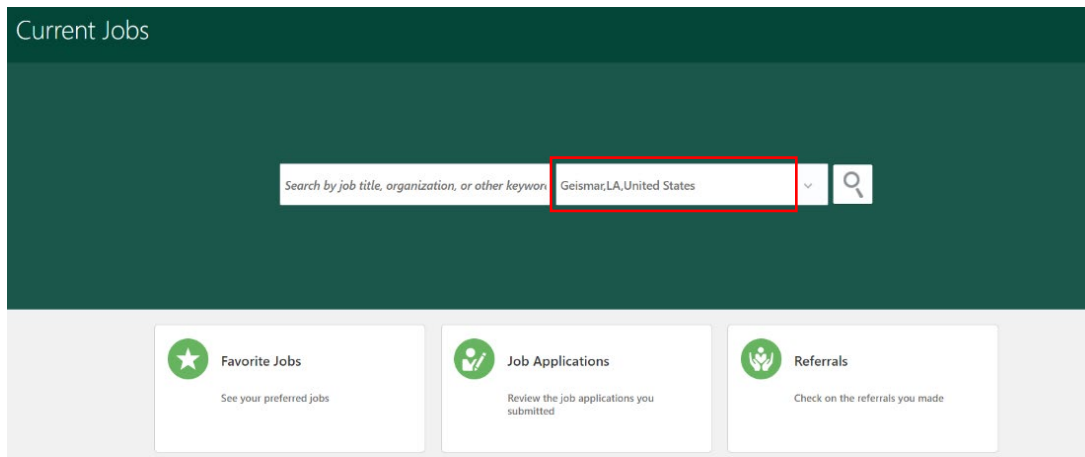
### Internal Candidate Application

Performed by: Employee

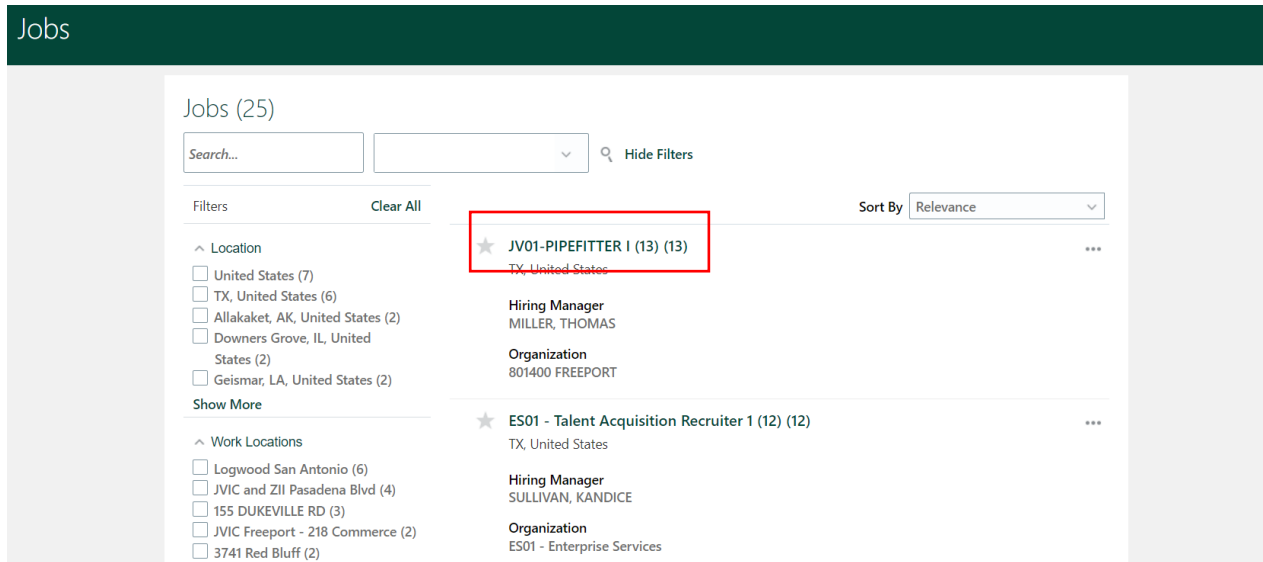
1. From **Me** dashboard, navigate to the app section and select **Current Jobs**.



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

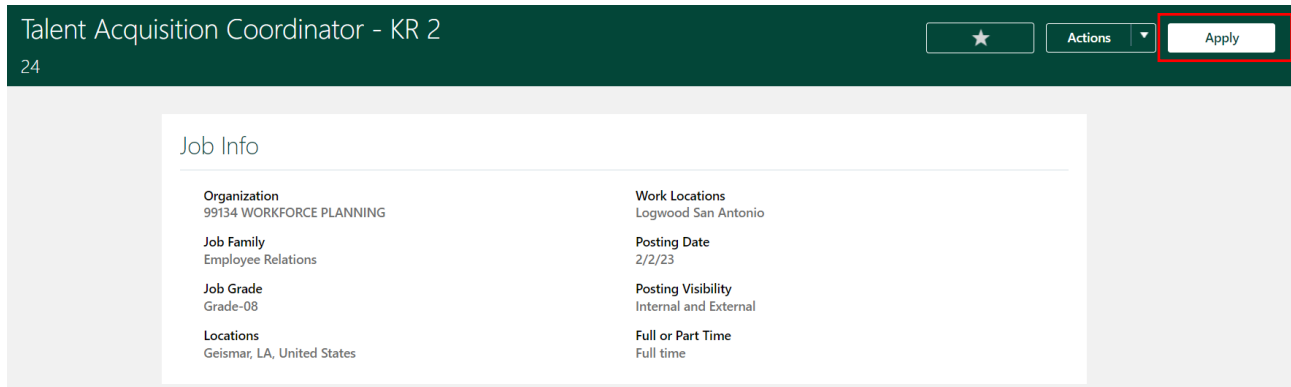


- Review the *Requisitions* that are posted *internally*. Select the **Requisition Title** to review the details. If necessary, use the filters on the left to narrow down the search.

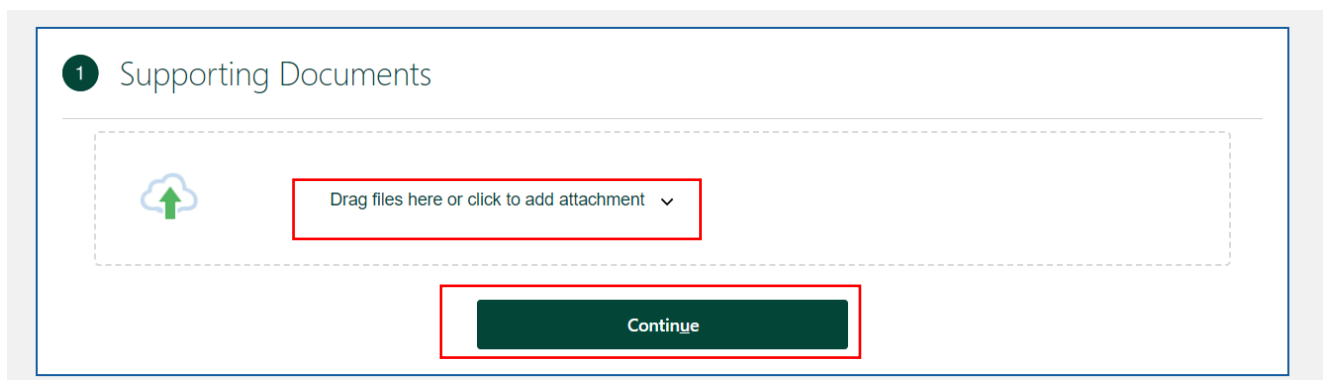


- If qualified and interested, select the **Apply** button in the top right corner.

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



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



- In the **Employee Name** field, type your name. Click **Submit**. A blue message will appear confirming the application has been submitted.

Complete Job Application  
Talent Acquisition Coordinator - KR 2, 24

A copy of your skills and qualifications will be included with your job application.  
[Review Skills and Qualifications](#)

1 Supporting Documents [Edit](#)

2 E-Signature

This is sample e-sign statement for Zachry

\*Employee Name

Talent Acquisition Coordinator - KR 2  
24

You applied on 2/2/23 4:39 PM

### Job Info

<b>Organization</b> 99134 WORKFORCE PLANNING	<b>Work Locations</b> Logwood San Antonio
<b>Job Family</b> Employee Relations	<b>Posting Date</b> 2/2/23
<b>Job Grade</b> Grade-08	<b>Posting Visibility</b> Internal and External
<b>Locations</b> Geismar, LA, United States	<b>Full or Part Time</b> Full time