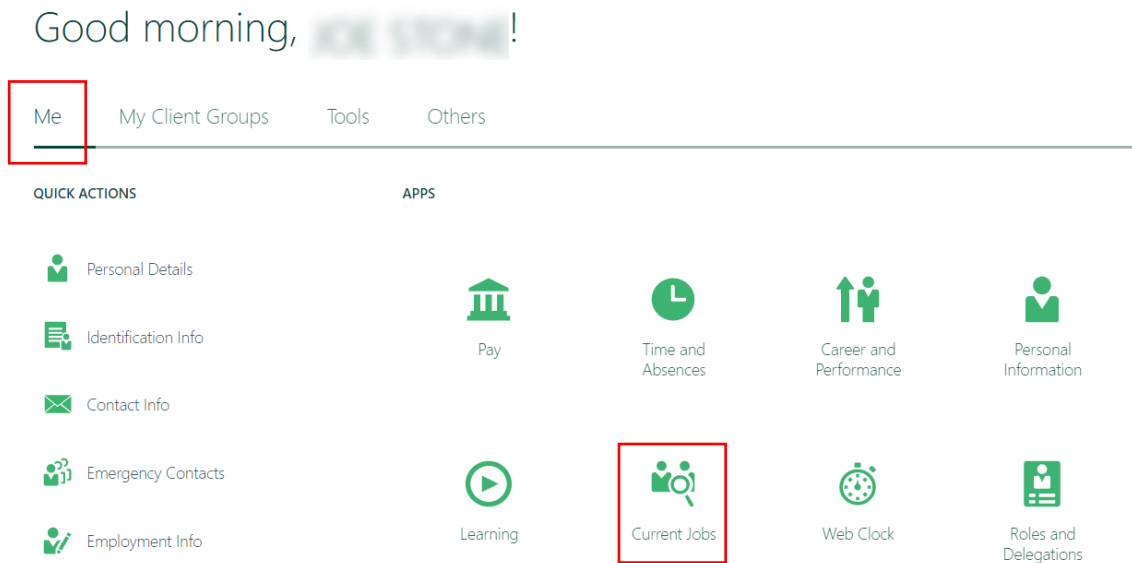# Step-by-Step Instructions
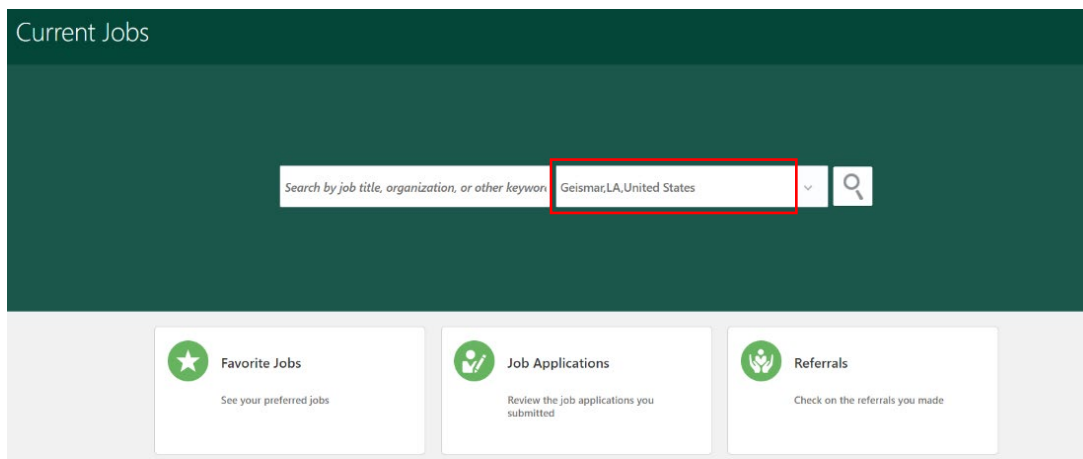
Internal Candidate Application

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).

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.
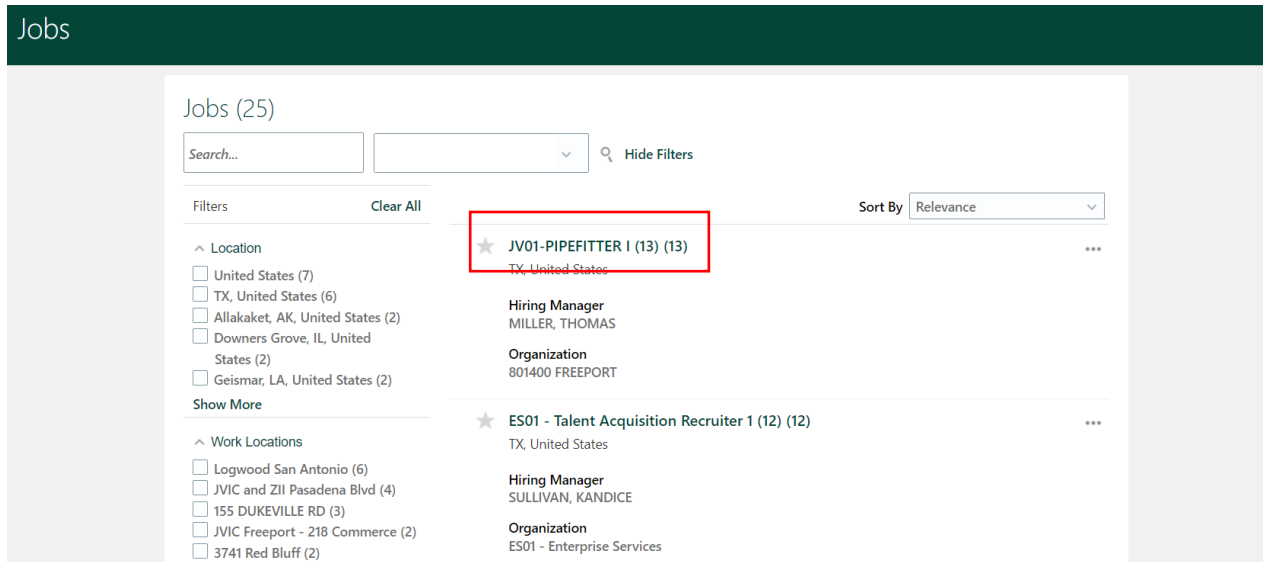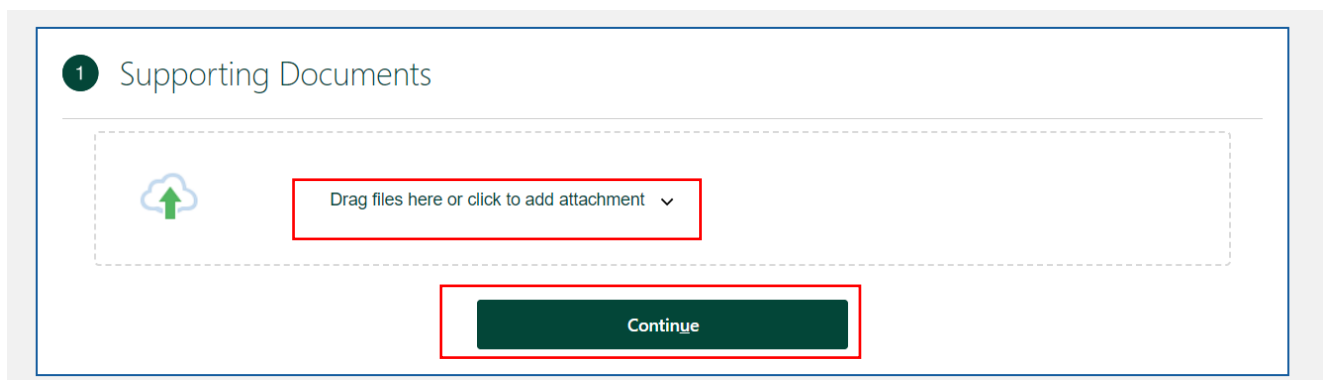

4. If qualified and interested, select the **Apply** button in the top right corner.

    Note: If the apply button is missing notify Workforce Planning and Staffing. There is likely an error in the posting process.
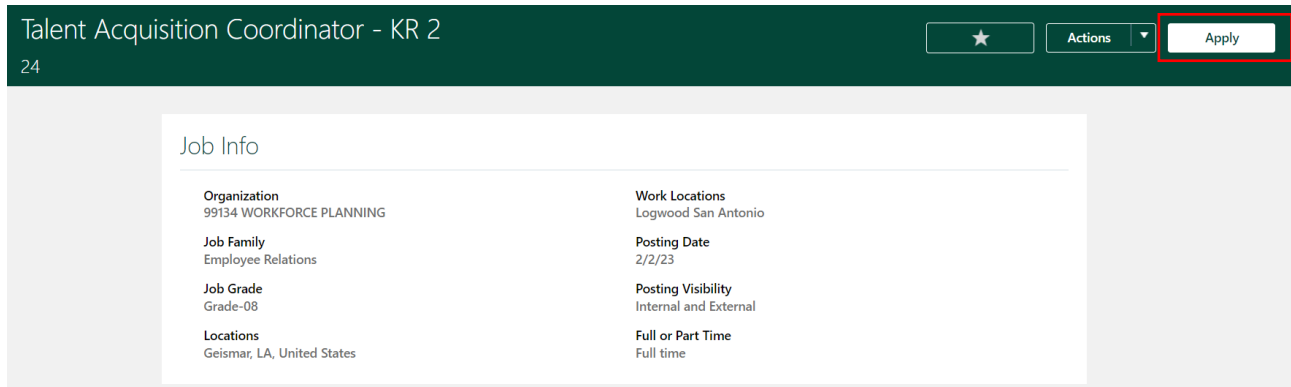
5. Add a *resume or other documents* to the **Supporting Documents** section, as necessary. Click **Continue**.

6. 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

Submit   Cancel

ℹ 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

★   Actions ▾

ℹ You applied on 2/2/23 4:39 PM

Job 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