Please follow these directions to apply to any Internal Job Posting

You must be on a district computer to apply to any internal job

To use Lawson Career Management go to

http://portal.greenville.k12.sc.us and select Lawson Career

Management.



General Business School Student All Sites					
	General	Business	School	Student	All Sites

Listed below are links to a list of all applications available on the Di

Dimelink Edit/Approve Timecards

Timelink Edit/Approve Timecards

W Timelink Employee Self Service

Timelink Employee Self Service

Lawson Live/Production

LAWSON Production / Employee Self Service

GCS Document Self Service

GCS Document Self Service

Lawson Career Management

Search and apply for open positions

If you encounter the error below:

An add-on for this website failed to run.

You need to add <u>http://ltm.greenville.k12.sc.us</u> to your trusted sites by selecting *Internet options* from the Tools menu or Icon in Internet Explorer:



There click on the Security tab and click Trusted sites icon.

Select a	a zone to v	riew or cha	ange secur	ity settings.	0	
Int	ernet l	ocal intra	net Trus	ted sites Res	stricted sites	
-	Intern	et			Site	~~)
	Cus	tom ustom sett To change To use the	tings. the settin recommen	gs, dick Custon nded settings, d	n level. dick Default	level.
	Enable Pr	otected M	lode (requ	ires restarting I tom level	nternet Exp	lorer) level
				Reset all zone	s to default	level



Enter <u>http://ltm.greenville.k12.sc.us</u> into the *Add this website to the zone* box and click the *Add* button. Click the 'Close' button then click OK.

Go back to the employee portal and try to enter Lawson Career Management again

To login to Lawson Career Management you will need to use your Greenville County Schools Login Name and **the last five digits of your Social Security Number as your Password**.





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My Profile	My Reviews	My Mentors	Manage Goals
		SA.	
Catalo	og Opportunities	Take Notes	To Do

Click on Opportunities

b Opportunities					- ~ × 0
earch My Job Cart My Application:	$\overline{\mathbb{A}}$				
Actions • Options • Related •	080	Available Jobs	Actions •	Options • Related • 🗋 🖻 🛞 🔎	Recent Jobs
Keyword Location *	Job ID Category	Search Clear	Date 02/27/2013	Title Elementary Transfer Pool	← Location ÷ GCSD:NE
Post * Date Title	• Location	\$ A. 8	02/28/2013	Middle School Transfer Pool	GCSD:NE
02/11/ Aide EMH SC	GCSD:SW:Beck	Aïde			*
02/27/ Elementary Transfer Pool 02/28/ Middle School Transfer Pool	GCSD:NE GCSD:NE	Teac Teac	Actions • 0	Dptions • Related • 🗋 🗃 🛞 🔎	Hot Jobs
			Date	Title No Data Available	▲ Location ♀

Click on the link for the job(s) you want to apply to (this is a sample screen).

Review the Job Description. Be sure to have an electronic copy ready of any document you wish to upload (i.e. resume, etc.) with your application and click on *Apply Now*



Lawson Career Management will store your employee profile information. Please check all three boxes

for Additional Profile Options to add this information.

Application For ASSISTANT PRINCIPAL/ADMIN ASSISTANT POOL	-**
In Save	÷ C
Previous Previous Quit	Sans Information Summary Next
Information from your Employee Profile will be used during this application	
Click the link below to update/enhance your existing Employee Profile. If your profile is current	, proceed to the next step.
View / Opdate	
Additional Profile Continue	
Additional Profile Options	
For this application, you have the option to enhance the following information (this does not u	odate your existing Employee Profile).
Work Preferences	
Employment and Education History	
Competencies, Credentials and Achievements	

	king all three boxe	es click on Next			
*Application For /					2
Save		A ASSISTANT FOOL			× ¢
	Previous	Ner Rastine Quartions Fisterances	My History Tatent Profile Informa	tion Summary Next	
Review					
Click the View / Up	ation from your Employee Profile I link below to update/enhance your o pdate	e will be used during this application. existing Employee Profile. If your profile is cur	rrent, proceed to the next step.		
Additional Profi	le Options				
For this application	n, you have the option to enhance It of the following, you will be prome	e the following information (this does not	t update your existing Employee Profile	e).	
By selecting any or a	a di tite i dite ititite, j'de titit de provide	here of change and providences inter in me abb			
By selecting any or al					
By selecting any or al Work Preferences Employment and E	ducation History				

The next tab will allow you to attach the required documentation needed to complete the application process:

pplication For A	SISTANT PRINCIPAD	ADMIN ASS	ISTANT POOL						- 67
8 Save									ž (
	Previous	Profile	Resume Questions	Preferences My	History Talent Prot	file Information	Summary	Next	
🗋 Attach									× Resume
				No Data Avail	able				

Click on the tab that will allow you to Attach Word or PDF documents if you wish to attach documents:

Previous	Profile Resume Questions Preferences My History Talent Profile Information Summ	nary Next		
Attach			×	Resum
File Name				
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When you click on the *Type of Document box* you will see the several choices for the documents you can include with your application: /

Add Attachmer	nti					*
Options 👻 Rela	ated 🚽 🖪	2				Ø
Additional Att	achments	/				
Please attach any of	ther documents	s such as teaching	certificate, work key	s scores, etc.		
Attachment In	formation	V				
Type Of Document		Þ				
*Document			Browse	-		
					<u>0</u> K	Gancel

Once you have loaded one document, click on Attach again to add additonal documents.

Click on *Resume* to upload your Resume if you wish. Click on any other document you would like to include to upload.

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ertification D over Letter valuation For esume /orkkeys Sco	ocumentation m re	Disregard the link for the Workkeys Score as this is not applicable to you.	
			Select Cancel

Click on *Browse* to locate the documents on your computer and then click *OK* to upload.

Add Attachment	×
Options ▼ Related ▼ 🕃 🔁	Q
Additional Attachments	
Please attach any other documents such as teaching certificate, work keys sco	res, etc.
Attachment Information	
Type Of Document	
*Document	
	OK Cancel

You have the ability to right click on a document that has been uploaded if you need to delete it.

Click *Next* in the tool bar once you have uploaded all the documents you wish to upload (or are required to upload per the job description).

Some posting may require a set of questions to be answered. If the job you selected has a question set, you will need to answer all the questions in the Question Section (this is a sample question).

/

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Employee Job Opportu				
Application For ASSISTANT PRINCIPAL	ADMIN ASSISTANT POC			_ & ×
III Save				\$ Ø
Previous	Profile Resume C	Questions Preferences My History	Talent Profile Information Summary	Next
1 Do you have a minimum of 3 years succe	ssful teaching experience?			
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*Applicati	ON FOR ASSISTANT PRINCIPAL/ADMIN ASSISTANT POOL		- ° × (
\uparrow	Previous Profile Resume Questions Preferences My History Talent Profile Information Summary	Next	
1 Do yo Yes	u have a minimum of 3 years successful teaching experience?	\bigwedge	
	Choose Yes or No from the drop down box or type in open ended response b	oox. Some	
questi	ons maybe open ended or require a different type of response. Please use the	e drop down me	enu
as nee	ded.		

Click Save in the tool bar once you have answered the question(s) in this section then click Next.

This screen will allow you to choose areas/schools in the district at which you may be interested in working. This screen is optional and you are not required to complete those *Preferences*.

Save:					
Preferences Please complete the follow	Previous ving regarding work an	Profile d salary prefer	Resume C	drop down at	Preferences My Histopy Talent Profile Information Summary Next
Employment Type		< _			You can chose up to three location preferences.
Yot 1 2 3	ir preferred locations a	re: You	ir preferred cats	pries are:	Please disregard all the other boxes on this screen.
Willing To Relocate?	ot Applicable 🔹	hat % Of Time?	0.00%	Ľ	
Salary Expectation?			•	•	

The My History tab allows you to complete your history as it is reflected on your resume.

Application For ASSISTANT PRINCI	AL/AUMIN ASSISTANT POOL	
Save	Profile Resume Questions Preferences My Histor	ry Talent Profile Information Summary Next
Creat C Delete	yob Title You need button to category. employm	 Employment Histo It o click on the Create add history in each This is only for previous ment prior to your current

Your *Current Employment History* should already be noted in the system.

> Current Employment His					
Elfective 👻 Date				Dotted Line Manager	
09/11/1989	Teach GIFTED	Northwood Middle School	Griffin, Richard		

Once you have indicated your *Employment History*, click on disc icon to *Save* and then click on the *X* in the top right hand corner to proceed.

	– e ^p ×
Actions 👻 Options 👻 Related 👻	Q

If you want to add additional employment history, you can click on the disc with the + sign to add more information.

Your Education History

Create (2) Delete	Education His			
ducation	Institution	Specialization	Comp., GPA	In Process
		No Data Available		

Click Create to get started

Create S Delete			∛ Edu	cation Histo
lucation	Institution	Specialization	Comp GPA	In Process
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p Application Education	- 69 ×
tions - Options - Related - 🗅 🔜 🖶 🞯 🖧 🔂 🕼 🎦 🗳	0
Education History	Â
Please provide your educational history starting with most recent degree.	
gree Saled as Education or option Other	
Education	
Other	
ajor	
Select a Specialization or enter Other	
Specialization	
Other	

Institution Information				
	Select an Education Institution or enter Other			
Institution				
Other		To search for colleges:		
	Address information for Other Only.			
City	State Provinc	Click on the drop down arrow in the <i>Institution</i> screen		
County	Country			
	Enter additional Education information			
Completion Month	Year 🔲 🗍 In Process			
GPA				

Education Institution	Description
4950	Liverpool University, Uk
5005	American College For Applied A
00000	<i>Education Institution</i> - Enter the state for the college that you
AK4201	are trying to search followed by an *.
AK4372	For example: For a college in South Carolina-type in: SC*
AK4373	
AK4379	then hit Enter.

Education Institution		Description	
SC*			
SC5818		Univ Of Sc-Columbia, Sc	>
SC5837 SC5840	Carolina you atte	From there, you can scroll down	to find the co
SC5841		Univ Of Sc - Beaufort	
SC5850		Univ Of Sc-Spartanburg, Sc	*
C/5051		Univ Of Sc-Upstate Sc	*
303031			*

Actions 👻 Options 👻 Related 👻	0

If you want to add additional Education history, you can click on *Create* to add more information. Once you have completed this section click on *Next* in the tool bar.

Skip the next two sections labeled *Competencies* and *Skills* and scroll down to the *Credentials (teaching certificate)* section.

5 Save											
	Previous	Profile	Resume	Questions	Preferences	My History	Talent Profile	nformation Summ	ary	Next	
🗅 Create 🛞 Delete											× Crede
							Credential Numb	er Original Credential			
Credential	_	_	Source	_			Credential Numb	er Credential .	Begin	End	Status

Click Create to get started

Create Defete				Second Secon
\bigcirc			Original Credential Begin	Status
	No	Data Available		-

You will need to include your Certificate Number and the Original Certificate Date if you complete this section. It is not necessary to know exactly when you received your certificate. Typically certificates are issued at the end of the month (i.e. 6/30/2008). The year will correspond typically with the year you completed your degree.

🔚 Save			*	0
Reason	۶.			Â
Select Certificate				
Certificate Type	ь			
Certificate Area 1				
Certificate Area 2	· · · · · · · · · · · · · · · · · · ·	You can add up to five certification		
Certificate Area 3		areas on this screen		
Certificate Area 4				
Certificate Area 5				
Certificate Number And Dates -	Alama Al			
Certificate Number				
*Original Certificate Date				
Most Recent Renewal	Expiration Date			
Next Renewal Date -	Next Expiration Date - Renewal	Cycle -		
Either Select Certificate Source O	Enter Other Source		7	
Certificate Source	4	You will not need to complete this		
Other Source		Certificate Source section.		-

You will also need to include your most recent Renewal Date and your Certificate Expiration Date

Click *Save* once you have completed this screen.

The Information Tab provides Human Resources with important EEOC (Equal Employment Opportunity Commission) data, but it is not required that you complete this voluntary information.

Application For ASSISTANT PRINCIPA	L/ADMIN A	SSISTANT	POOL	~						- 6
🗒 Save										×
Previous	Profile	Resume	Questions	Preferences	My History	Talent Profile	Information	Summary	Next	
Voluntary Applicant Data Form				8						
Greenville County Schools Compliance with fea employment opportunity program. We would ap employment process. The completion of this for applicants are considered for positions without	deral law collect opreciate your a m is not manda regard to race,	s and mainta assistance in t tory. Your co creed, color,	ins information these efforts by operation is ap religion, sex, a	on the sex, race answering the q opreciated. incestry, national	and ethnic back uestions below. origin, age, mar	ground of applican This form will be fil tal status, sexual o	its. This informati ed separately fro rientation, militar	on is also used b im your applicati y or <mark>v</mark> eteran stab	o evaluate the effectiveness of our eq on and will not be used in any way in us or disability.	ual the
thnic Origin (check one box only) 🔿 African American										
🔿 Alaskan Native										
🔿 Asian										
🔿 Caucasian										
🔿 Hispanic										
🔿 Latino										
O Multi-Racial										
🔿 Native American Indian										
🔿 Native Hawaiian										
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If you answer these questions, you will need to click on the Save icon on the top left then click Next.

The Summary tab allows the applicant to Review the information that has been submitted into Lawson Career Management.

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Employee Job Opportu		Application F									
Application For ASSISTA	ANT PRINCIPAL//	ADMIN ASSIST	ANT POOL								- @ ×
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	Previous	Profile Resu	me Questions	Preferences	My History	Talent Profile	Information	Summary	Next		
Preview											
Review And Submit			\checkmark								
To review and/or print yo	our completed app	lication, click her	re: Review Applicatio	in							
Click Submit Application	to submit this app	lication: Subm	t Application								

You must click on the *Submit Application* button to ensure that your application has been submitted into Lawson Career Management. **Please remember, once you submit, you will not be able to upload any additional documents or make any changes to the application**:

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Previous	Profile Resume	Questionaux Preference	n My History - Ta	let Frolis beformation	(Jannar)	Here
eview						
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review and/or print your completed ap	plication, dick be	D				

You will want to be sure that your application has been submitted by looking for this confirmation.

Application For ASSISTANT PRIN	ICIPAL/ADMIN ASSISTANT POOL			
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Sammary				
		My Applications Search Jobs		
	-			
-E-				
Application Submitted				

You should also receive an email indicating that the application has been received once you have submitted your application.

If you have any questions about the application process or Lawson Career Management, please email hrappctr@greenville.k12.sc.us