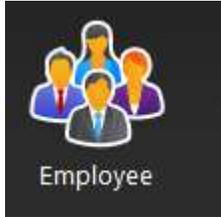


## Internal Applicant Directions

To make changes/ updates to your employee profile, follow the below directions:

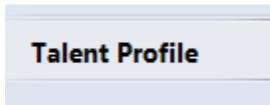
Double Click on **Employee** Icon:



Double Click on **My Profile** Icon:



Go to Talent Profile:



From the Talent Profile, internal employees will be able to update the following in Lawson Career Management, prior to submitting and application:

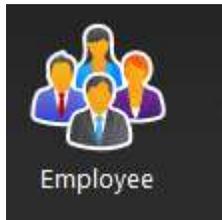
- Certificates
- Education
- Employment History

Please note: Once you save the profile updates, this will follow any application that is submitted on the system. Resume attachments can only be submitted at the application phase in Lawson Career Management.

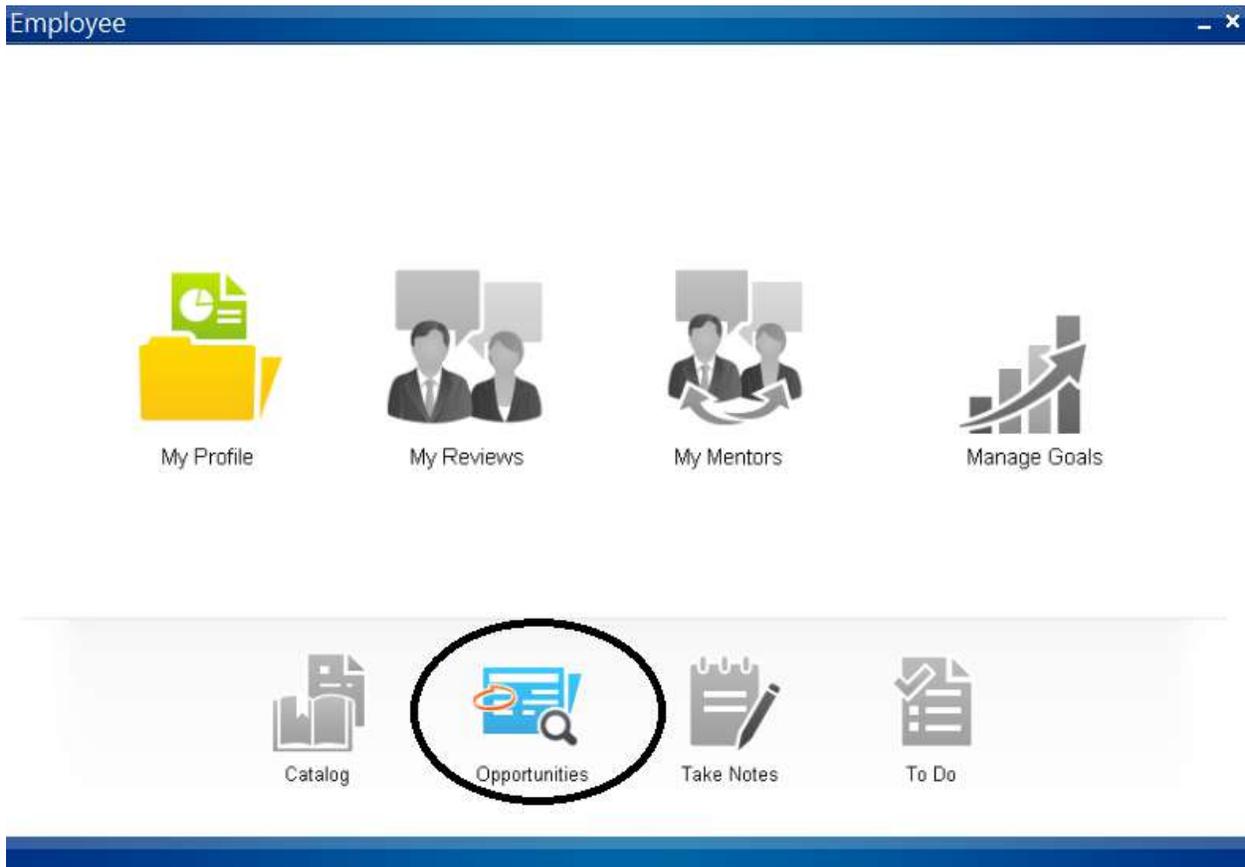
Once the employee has updated the employee profile in Lawson Career Management, the information will follow on all applications. The profile section can be updated as needed.

To apply or search for opportunities, follow the below directions:

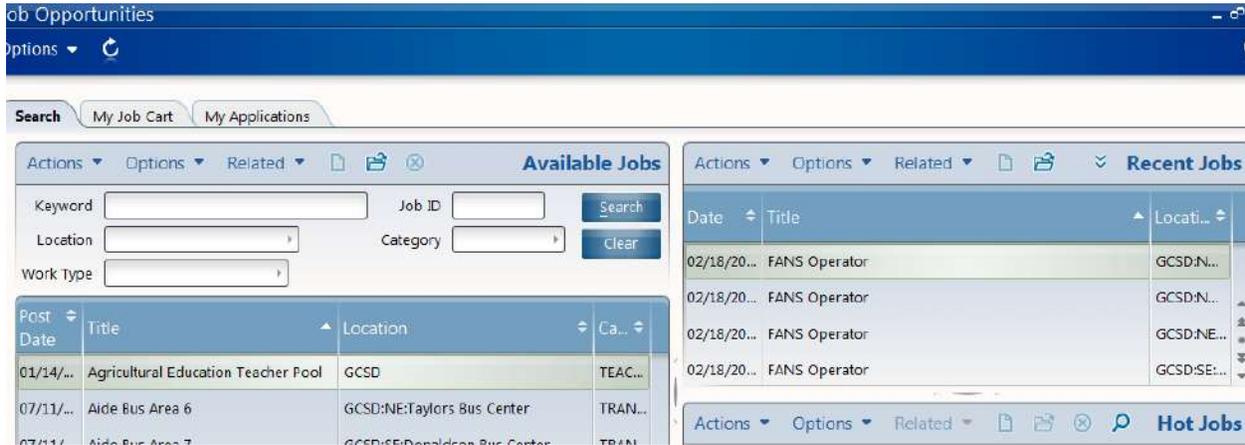
Double Click On **Employee** Icon:



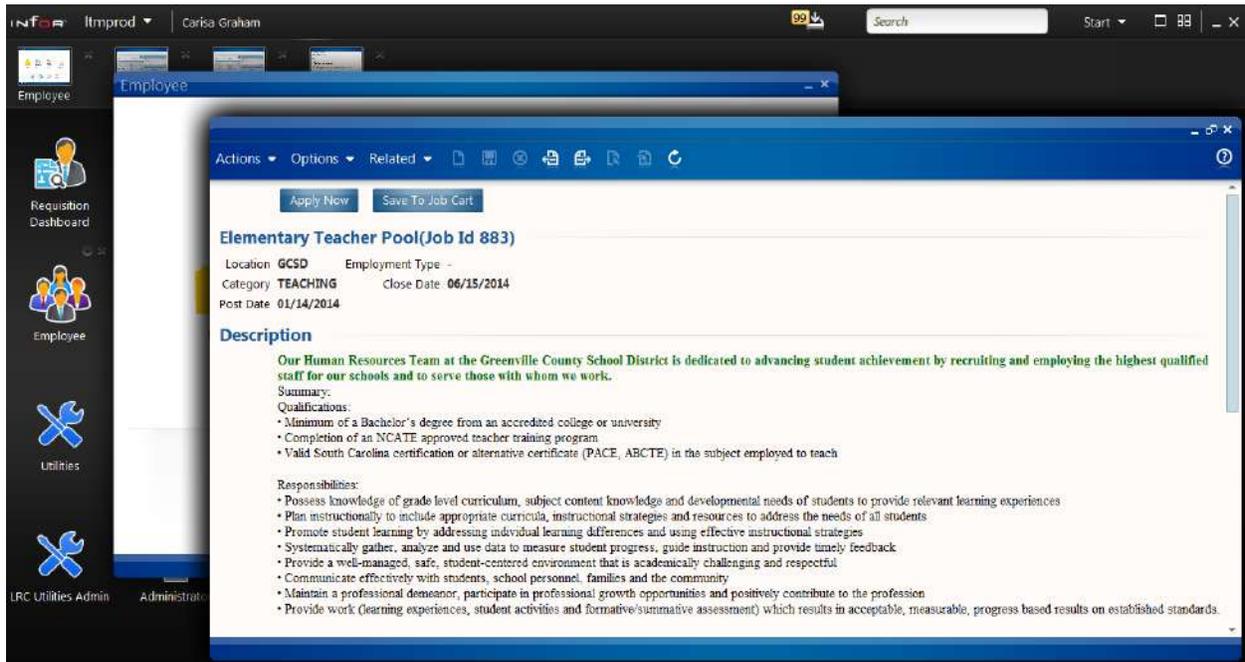
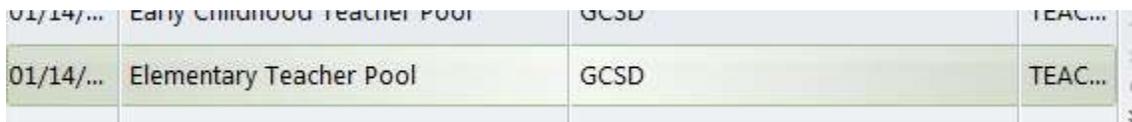
Double Click on **Opportunities**:



All positions that are currently posted for internal employees will display. You can search for Jobs by doing a Keyword search or by category.



Double click on the desired position for which you want to submit an application:



To apply for the position, click on **Apply Now**:



Select the following for Additional Profile Options:

- Work Preferences
- Employment and Education
- Competencies, Credentials, Achievements



#### Review



**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 / Update](#)

#### Additional Profile Options

For this application, you have the option to enhance the following information (this does not update your existing Employee Profile).  
By selecting any or all of the following, you will be prompted to update this information later in the application process:

- Work Preferences
- Employment and Education History
- Competencies, Credentials and Achievements

Review: To make changes to your profile, click **UPDATE**

#### Review



**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 / Update](#)



Employment- Update employment history.

Education-Update education history.

Talent Profile- Update certificate information. (Competencies, Skills, and Assessments are currently not being used and are not required on the application.)

References- Internal employee's references will automatically be sent to their current supervisor. If you would like to add an additional reference, you can add the reference to your profile.

Resume- Attach documents to the application. For example: Resume, cover letter, college transcript).

**Please note- The updates that you enter while applying to a positions is made only for that specific position. If you would like to update for each application, please follow the direction on how to update My Profile.**

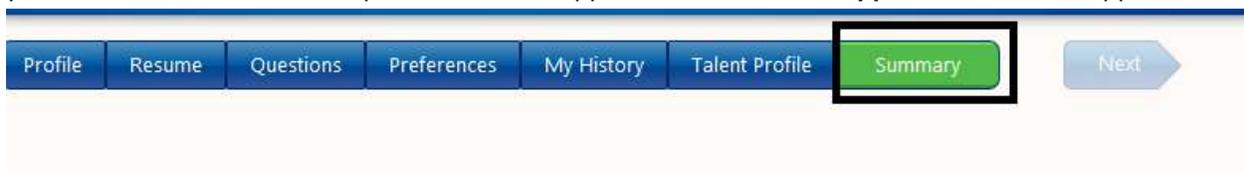
Once you have updated and completed the profile section on the application, make sure to click **SAVE**:



To submit the application:

\*\*\*\* Please note:

If you have not completed the required questions on the application, you will not see the **Submit Application** icon on the summary section of the application. The application will be incomplete. Once you have answered all of the questions on the application, the **submit application** icon will appear.



## Preview

## Review And Submit

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To review and/or print your completed application, click here: [Review Application](#)

Click **Submit Application** to submit this application:

Once the application has been submitted, you will receive an automatic email from Human Resources that the application has been received.