

Please follow these directions to apply internally for any open posted positions in Lawson Career Management.

**\*\*You must be on a district computer to apply as an internal employee\*\***

**\*\*Substitutes, Afterschool, Adjunct, and Hourly employees MUST apply through the external website as an external candidate.**

You can also access Lawson Career Management from the district website [www.greenville.k12.sc.us](http://www.greenville.k12.sc.us) by clicking employment opportunities then how to apply.

To use **Lawson Career Management** go to <http://portal.greenville.k12.sc.us> and select **Lawson Career**



General

Business

School

Student

All Sites

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

 **Timelink Edit/Approve Timecards**

Timelink Edit/Approve Timecards

 **Timelink Employee Self Service**

Timelink Employee Self Service

 **Lawson Live/Production**

LAWSON Production / Employee Self Service

 **GCS Document Self Service**

GCS Document Self Service

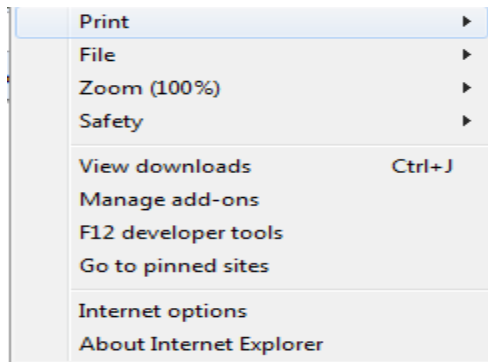
 **Lawson Career Management**

Search and apply for open positions

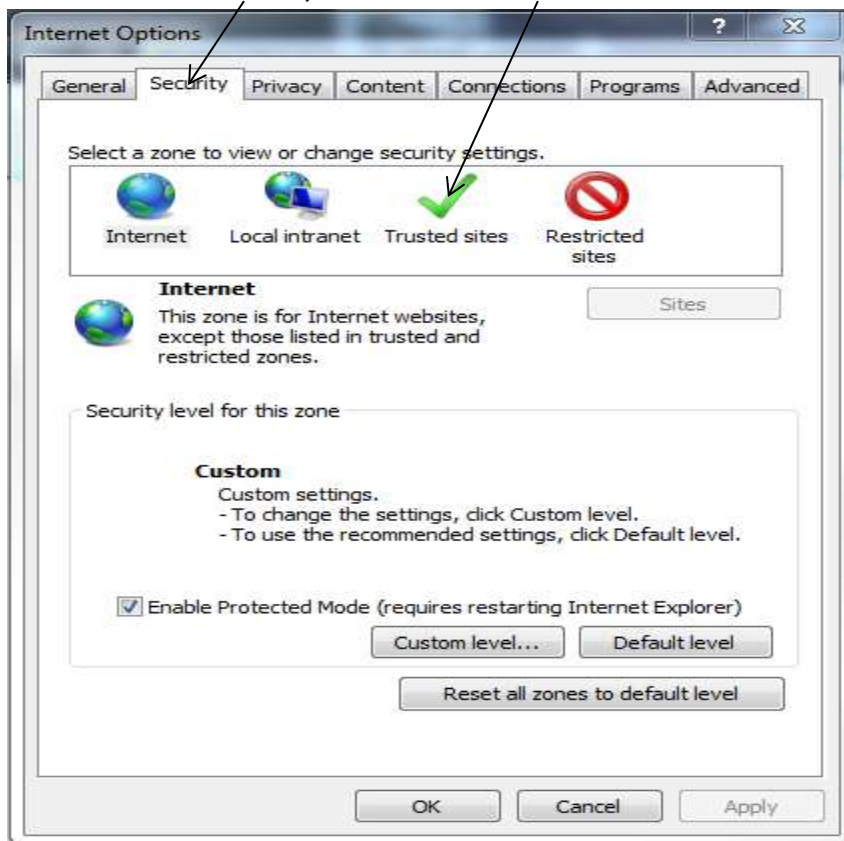
If you encounter the error below:

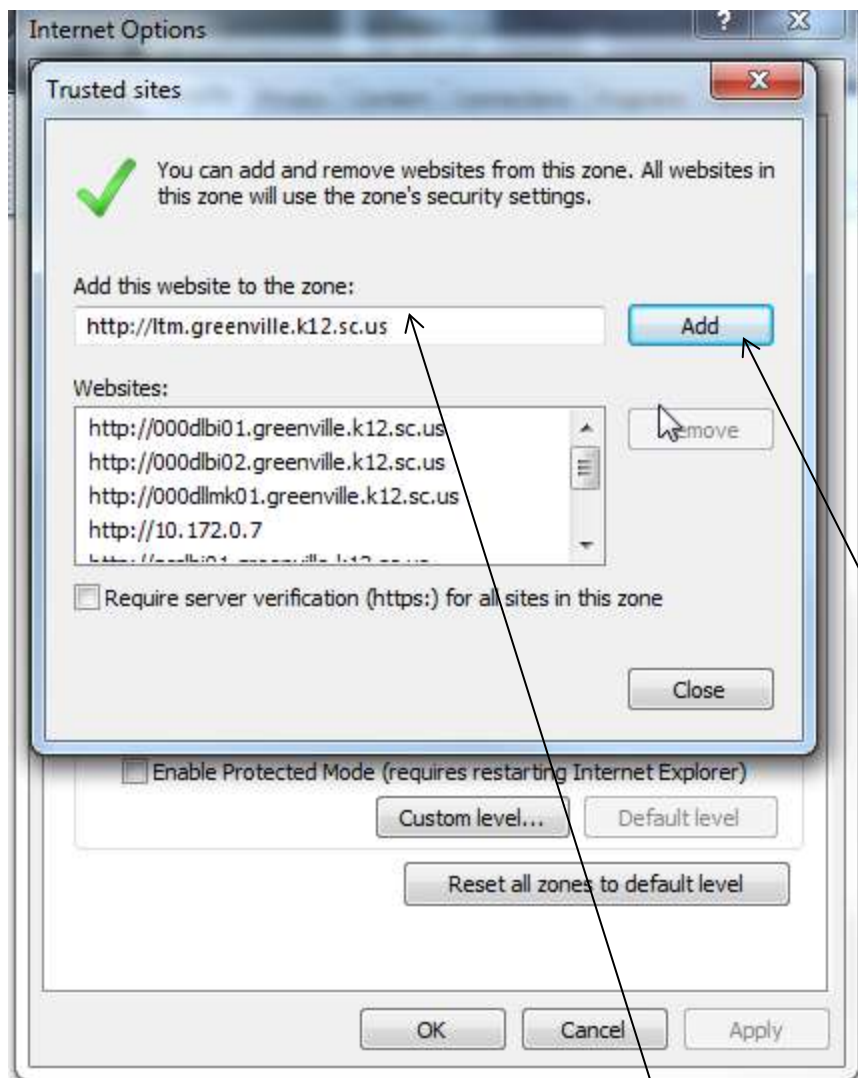
An add-on for this website failed to run.

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



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

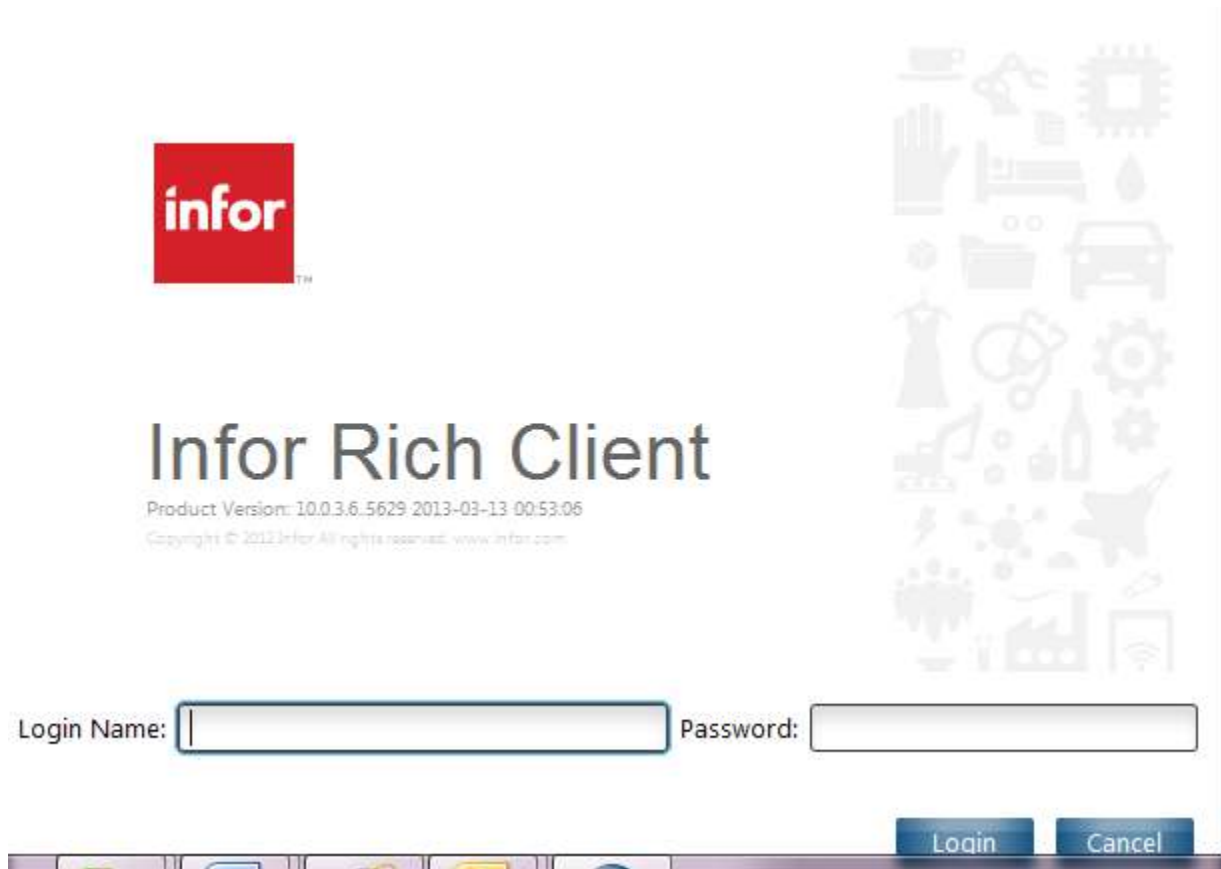




Enter <http://itm.greenville.k12.sc.us> into the *Add this website to the zone* box and click the *Add* button. Click the 'Close' button then click OK.

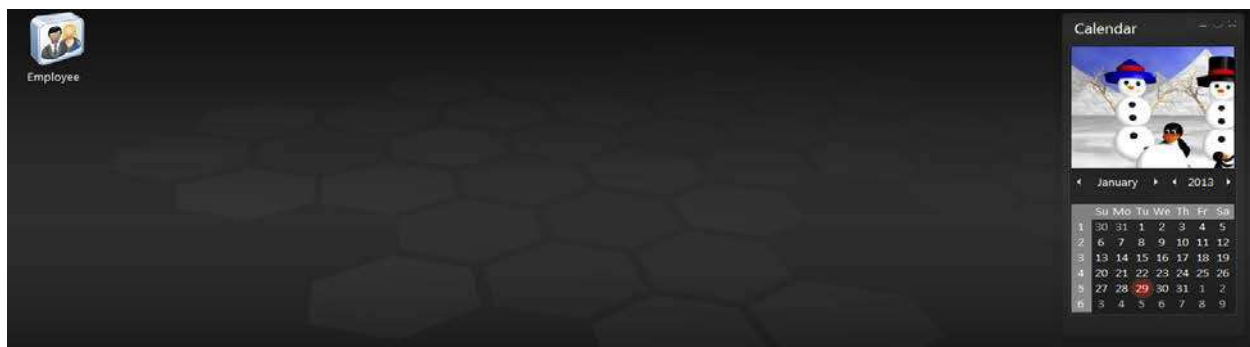
Go back to the employee portal and try to enter **Lawson Career Management** again

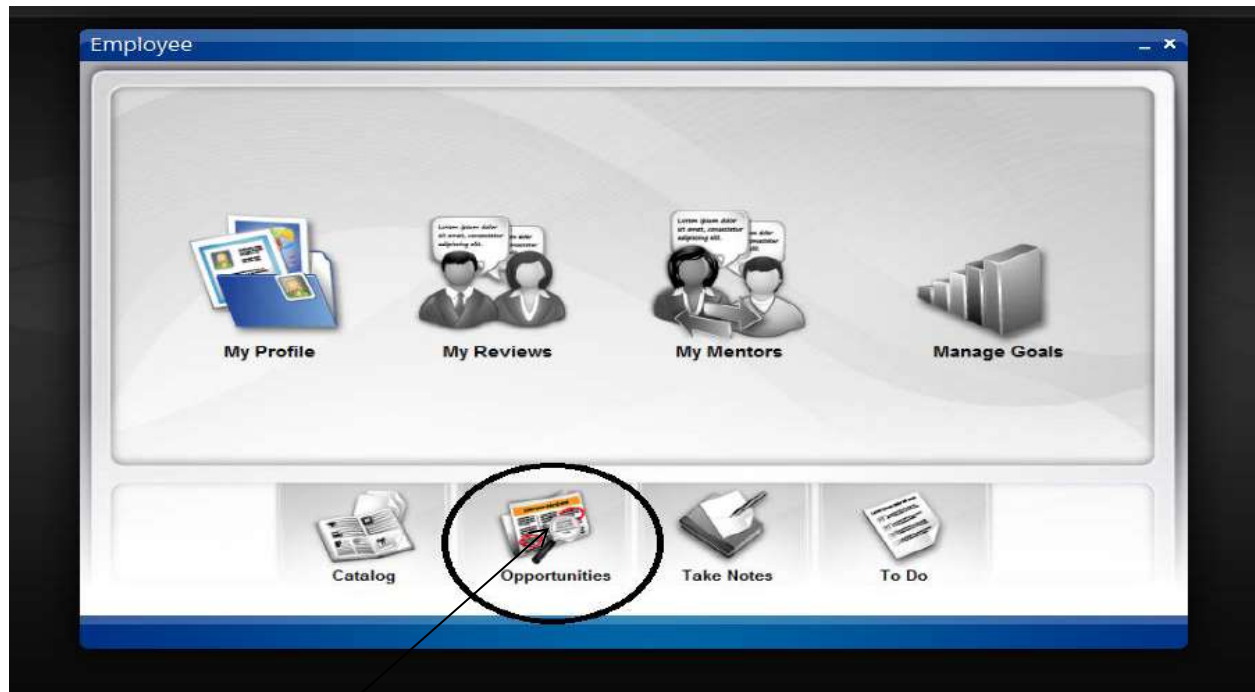
To login to Lawson Career Management you will need to use your Greenville County Schools Login Name and **the last five digits of your Social Security Number as your Password.**



The image shows the Infor Rich Client login screen. At the top left is the Infor logo. Below it, the text "Infor Rich Client" is displayed, followed by "Product Version: 10.0.3.6.5629 2013-03-13 00:53:06" and "Copyright © 2012 Infor All rights reserved. www.infor.com". On the right side, there is a vertical strip of various icons representing different business functions. Below the text, there are two input fields: "Login Name:" followed by a text box, and "Password:" followed by a text box. At the bottom right, there are two buttons: "Login" and "Cancel".

Click on the Employee Tab





Click on *Opportunities*

Click on the link for the position to which you want to apply.

The screenshot shows the LAWSON Job Opportunities interface. At the top, there's a header with 'LAWSON', 'lrmtest', and 'Carisa Graham'. Below this is a navigation bar with 'Employee' and 'Job Opportu...'. The main section is titled 'Job Opportunities' and includes a search bar and filters. A table of 'Available Jobs' is displayed, with the first row highlighted. An arrow points to the first job listing.

Post Date	Title	Location	CaL...
01/28/2...	ASSISTANT PRINCIPAL/ADMIN ASISTA...	GCSD:SW:District Office Locations	Admin...
11/09/2...	After School Caregiver	GCSD:SW:A J Whittenberg	AFTER...
11/15/2...	Aide Autism	GCSD:NE:Greenville	Aide
11/13/2...	School Clerk	GCSD:SE:Mauldin	Cleric...
12/13/2...	Teach 5 Year Kindergarten	GCSD:SW:Augusta Circle	Teachi...
11/09/2...	Teach Grade 1-3	GCSD:SW:A J Whittenberg	Teachi...

Review the Job Description and click on *Apply Now*

The screenshot shows the Job Description page for 'ASSISTANT PRINCIPAL/ADMIN ASSISTANT POOL (Job Id 222)'. The page includes a header with 'Actions', 'Options', and 'Related'. Below this is a table with job details. The 'Apply Now' button is circled. The 'Description' section contains text about the Human Resources Team and the recruitment process.

**ASSISTANT PRINCIPAL/ADMIN ASSISTANT POOL (Job Id 222)**

Location: GCSD:SW:District Office Locations | Employment Type: -  
Category: Administrative | Close Date: 02/28/2013  
Post Date: 01/28/2013

**Description**

Our Human Resources Team at the Greenville County School District is dedicated to advancing student achievement by recruiting and employing the highest qualified staff for our schools and to serve those with whom we work.

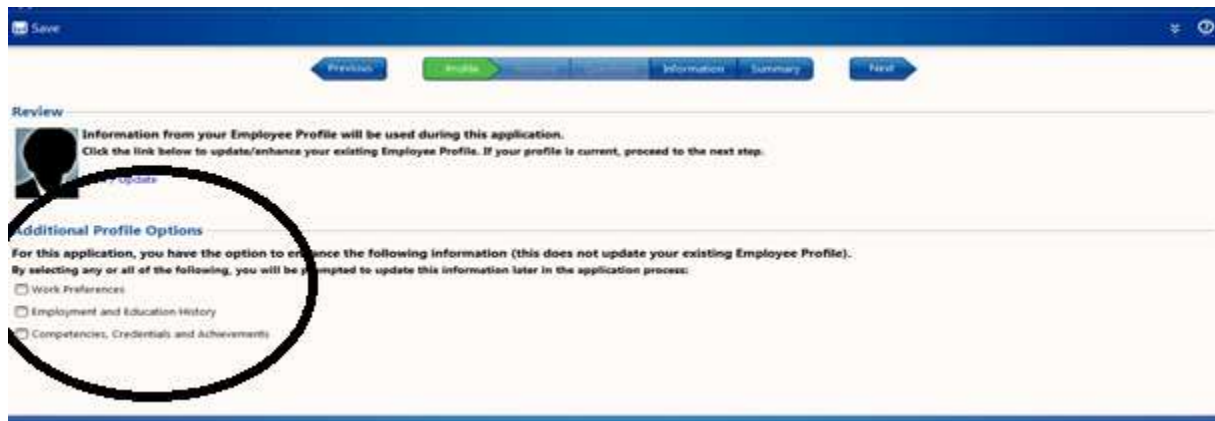
**Summary:**  
This message comes to make you aware that the Assistant Principal Pool and Administrative Assistant Pool vacancy notices have been posted, and we are now accepting letters of interest and resumes for the purpose of screening applicants to the pool.

**Existing Administrative Assistants and Assistant Principals:** If you are currently an AA or AP and are interested in a transfer to another school or a promotional opportunity, to include another position within your school, you will need to follow this process and submit the following:

- A letter of interest
- A resume
- An approval form completed by your administrator and sent to your Assistant Superintendent

Please note that if you were approved for the pool in 2011-2012 you are still eligible to remain in the pool for one additional year, 2012-2013. Therefore, it will not be necessary for you to do anything at this time. If your two year tenure in the pool has expired, you will need to reapply for the AA/AP pool following the steps outlined below.

Lawson Career Management will store your employee profile information. Please check all three boxes for *Additional Profile Options* to add this information.



Save

Previous Profile Information Summary Next

**Review**

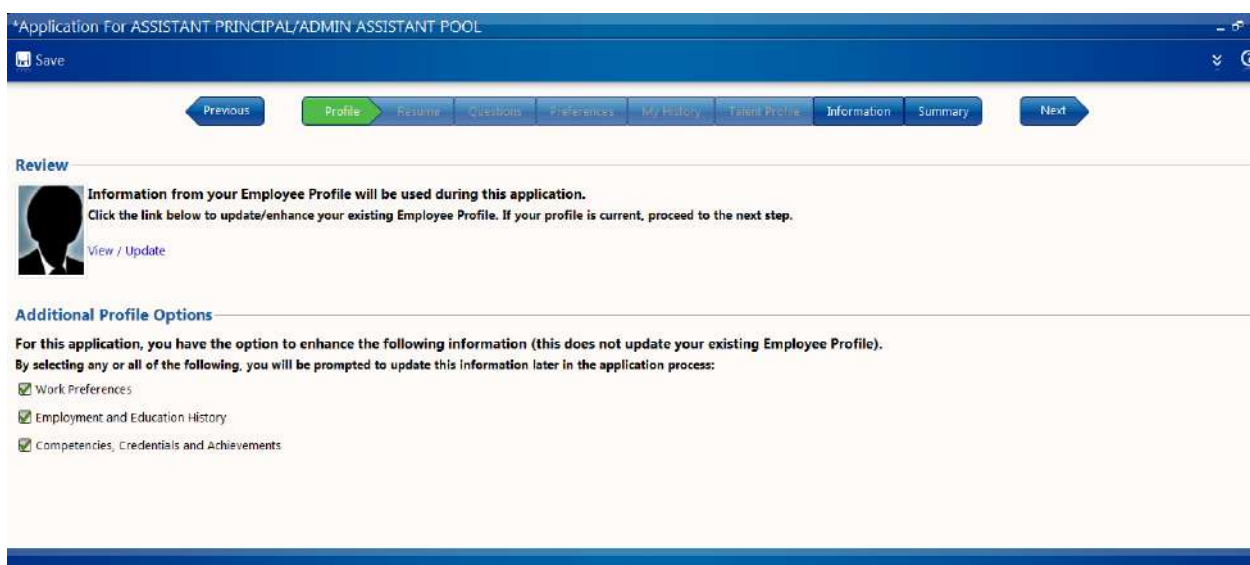
Information from your Employee Profile will be used during this application.  
Click the link below to update/enhance your existing Employee Profile. If your profile is current, proceed to the next step.  
[View / Update](#)

**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

After checking all three boxes click on *Next*



\*Application For ASSISTANT PRINCIPAL/ADMIN ASSISTANT POOL

Save

Previous Profile Resume Questions Preferences My History Talent Profile Information Summary Next

**Review**

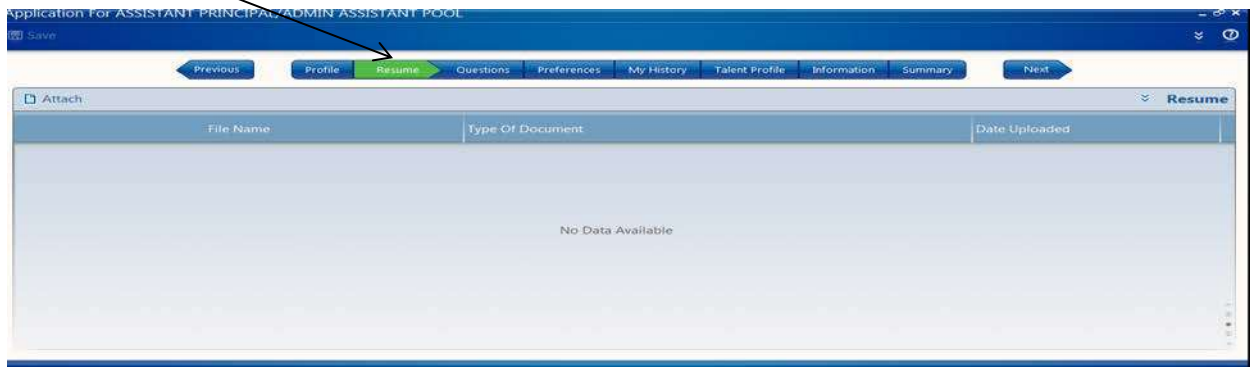
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- ☒ Employment and Education History
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The next tab will allow you to attach the required documentation needed to complete the application process:



Click on the tab that will allow you to *Attach* Word or PDF documents (the system will only accept word or PDF format, it will not accept a jpeg document):



When you click on the *Type of Document* box you will see the three choices for the documents you will need to include with your application:

**Add Attachment**

Options ▾ Related ▾ [Document Icon] [Folder Icon] [Help Icon]

**Additional Attachments**  
Please attach any other documents such as teaching certificate, work keys scores, etc.

**Attachment Information**

Type Of Document: [Dropdown]  
\*Document: [Text Field] [Browse...]

[OK] [Cancel]

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

- Click on *Certification Documentation* to upload a copy of your Certificate.
- Click on *Cover Letter* to upload your Cover Letter of Intent.
- Click on *Resume* to upload your Resume.
- Click on *Workkeys score* to attach a copy of your scores (Paraprofessionals only)

**Candidate Document Type**

Actions ▾ Options ▾ Related ▾ [Document Icon] [Folder Icon] [Help Icon] [Refresh Icon]

**Description**

- Certification Documentation
- Cover Letter
- Resume
- Workkeys Score

[Select] [Cancel]

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

**Add Attachment**

Options ▾ Related ▾ [Icon] [Icon] [Help]

**Additional Attachments**  
Please attach any other documents such as teaching certificate, work keys scores, etc.

**Attachment Information**

Type Of Document [Dropdown]

Document [Text Field] **Browse...**

[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 required documents.

Questions—If there are questions associated with the application, you will have to answer the questions in order to proceed with the application.

The screenshot shows the 'Questions' tab of the application form. The title bar indicates the user is Kathryn Wright. The navigation bar includes buttons for Previous, Profile, Resume, Questions (highlighted), Preferences, My History, Talent Profile, Information, Summary, and Next. The main content area contains a single question: '1 Do you have a minimum of 3 years successful teaching experience?' with a dropdown menu below it.

Click **Save** in the tool bar once you have answered the question 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*.

The screenshot shows the 'Preferences' tab of the application form. The title bar and navigation bar are the same as the previous screen. The 'Preferences' section is titled 'Please complete the following regarding work and salary preferences. Utilize the drop down and arrow button(s) to make your selection'. The form includes fields for Employment Type, Work Type, and three preferred locations/categories. A red text box on the right states: 'You can chose up to three location preferences. Please disregard all the other boxes on this screen.' Below these are fields for Willing To Relocate?, Willing To Travel?, What % Of Time?, Salary Expectation?, When Can You Start?, and a field for Specific Date.

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

The screenshot shows the 'My History' tab selected in a navigation bar. Below the navigation bar, there is a table with columns for 'Employer', 'Job Title', 'Date', and 'Permission To Contact'. A red callout box with a black border points to the 'Create' button in the top left of the table area. The text inside the callout box reads: 'You need to click on the **Create** button to add history in each category. This is only for previous employment prior to your current position.'

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

The screenshot shows a table titled 'Current Employment History'. The table has five columns: 'Effective Date', 'Position', 'Location', 'Manager', and 'Dotted Line Manager'. The first row of data shows '09/11/1982' in the 'Effective Date' column, 'Teach GIFTED' in the 'Position' column, 'Northwood Middle School' in the 'Location' column, and 'Griffin, Richard' in the 'Manager' column. The 'Dotted Line Manager' column is empty.

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.

The screenshot shows the top navigation bar of the application. It includes a 'Save' button (a disc icon) and a close button (an 'X' icon) in the top right corner. A red arrow points to the 'Save' button, and another red arrow points to the 'X' icon.

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

## Your Education History

Education History					
Education	Institution	Specialization	Comp...	GPA	In Process
No Data Available					

Click *Create* to get started

Education History					
Education	Institution	Specialization	Comp...	GPA	In Process
No Data Available					

Job Application Education

Actions ▾ Options ▾ Related ▾

### Education History

Please provide your educational history starting with most recent degree.

**Degree**

Select an Education or enter Other

Education

Other

**Major**

Select a Specialization or enter Other

Specialization

Other

### Institution Information

Select an Education Institution or enter Other

Institution

Other

Address information for Other Only.

City  State/Province

County  Country

Enter additional Education information

Completion Month  Year  ☐ In Process

GPA

To search for colleges:

Click on the drop down arrow in the *Institution* screen

Education Institutions

Actions ▾ Options ▾ Related ▾

Education Institution	Description
4950	Liverpool University, Uk
5005	American College For Applied A
999999	
AK4201	
AK4372	
AK4373	
AK4379	

*Education Institution*- Enter the state for the college that you are trying to search followed by an \*.

For example: For a college in South Carolina-type in: **SC\***

then hit **Enter**.

Select Cancel

Education Institutions

Actions ▾ Options ▾ Related ▾

Education Institution	Description
SC*	
SC5818	Univ Of Sc-Columbia, Sc
SC5821	
SC5837	
SC5840	
SC5841	Univ Of Sc - Beaufort
SC5850	Univ Of Sc-Spartanburg, Sc
SC5851	Univ Of Sc-Upstate Sc

This will bring up all of the colleges in the state of South Carolina. From there, you can scroll down to find the college you attended. Then click *Select*.

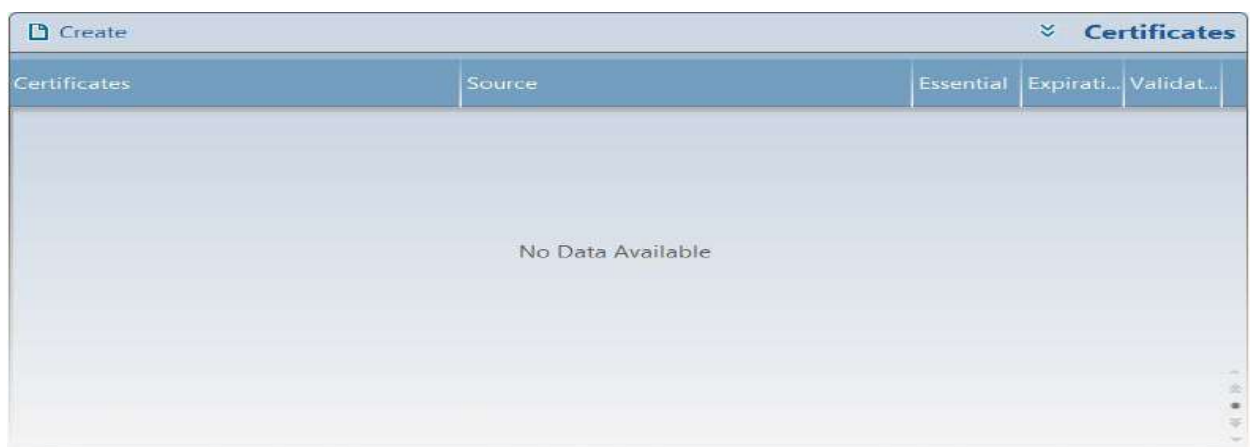
Select Cancel

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



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 *Certificates* section if you have a certificate to enter.



Click *Create* to get started



You will need to include your Certificate Number and the Original Certificate Date.

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

The screenshot shows a web form titled 'Save' at the top. It contains several sections: 'Reason' with a dropdown menu; 'Select Certificate' with 'Certificate Type' and five 'Certificate Area' dropdowns (1-5); 'Certificate Number And Dates' with fields for 'Certificate Number', '\*Original Certificate Date', 'Most Recent Renewal', 'Expiration Date', 'Next Renewal Date', 'Next Expiration Date', and 'Renewal Cycle'; and 'Either Select Certificate Source Or Enter Other Source' with 'Certificate Source' and 'Other Source' fields. Two red text boxes with black borders provide instructions: one next to the Certificate Areas stating 'You can add up to five certification areas on this screen.' and another next to the Source fields stating 'You will not need to complete this Certificate Source section.'

Click **Save** once you have completed this screen. Skip the next section labeled *Achievements*

The Information Tab provides Human Resources with important EEOC (Equal Employment Opportunity Commission) data, but **IT IS NOT REQUIRED** for internal applicants. You can skip this section.

The screenshot shows the 'Application For ASSISTANT PRINCIPAL/ADMIN ASSISTANT POOL' with a navigation bar at the top. The 'Information' tab is selected and highlighted in green. Below the navigation bar is the 'Voluntary Applicant Data Form' section. It includes a paragraph explaining that Greenville County Schools collect demographic information for EEOC compliance, noting that completion is voluntary. Below this is a list of radio button options for 'Ethnic Origin (check one box only)': African American, Alaskan Native, Asian, Caucasian, Hispanic, Latino, Multi-Racial, Native American Indian, Native Hawaiian, and Other.

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:

The screenshot shows the 'Application For ASSISTANT PRINCIPAL/ADMIN ASSISTANT POOL' interface. At the top, there's a navigation bar with 'Previous', 'Profile', 'Resume', 'Questions', 'Preferences', 'My History', 'Talent Profile', 'Information', 'Summary' (highlighted in green), and 'Next' buttons. Below this, the 'Preview' section is titled 'Review And Submit'. It contains the text: 'To review and/or print your completed application, click here: [Review Application](#)'. Below that, it says 'Click Submit Application to submit this application:' followed by a 'Submit Application' button.

PLEASE NOTE: Before you submit your application, make sure that you have completed all attachments and information for the application. **ONCE THE APPLICATION HAS BEEN SUBMITTED YOU WILL NOT BE ABLE TO EDIT, DELETE, OR ADD ANY ATTACHMENTS OR INFORMATION.**

You must click on the *Submit Application* button to ensure that your application has been submitted into Lawson Career Management.

This screenshot is identical to the one above, but the 'Submit Application' button is circled with a black oval to emphasize it. The button is located at the bottom of the 'Review And Submit' section, following the text 'Click Submit Application to submit this application:'.

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



The screenshot shows a web application interface for an "Application For ASSISTANT PRINCIPAL/ADMIN ASSISTANT POOL". At the top, there is a blue header bar with a "Save" button on the left. Below the header, a navigation bar contains several buttons: "Previous", "Profile", "Resume", "Questions", "Preferences", "My History", "Take a Break", "Information", "Summary" (which is highlighted in green), and "Next". The main content area has a "Summary" heading on the left and a link "My Applications | Search Jobs" in the center. At the bottom, a blue footer bar displays the text "Application Submitted", which is circled in black.

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