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 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*

If you encounter the error below:

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:
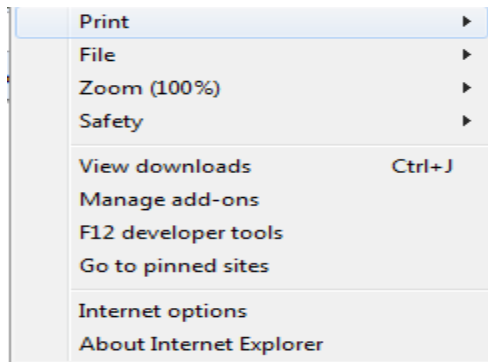
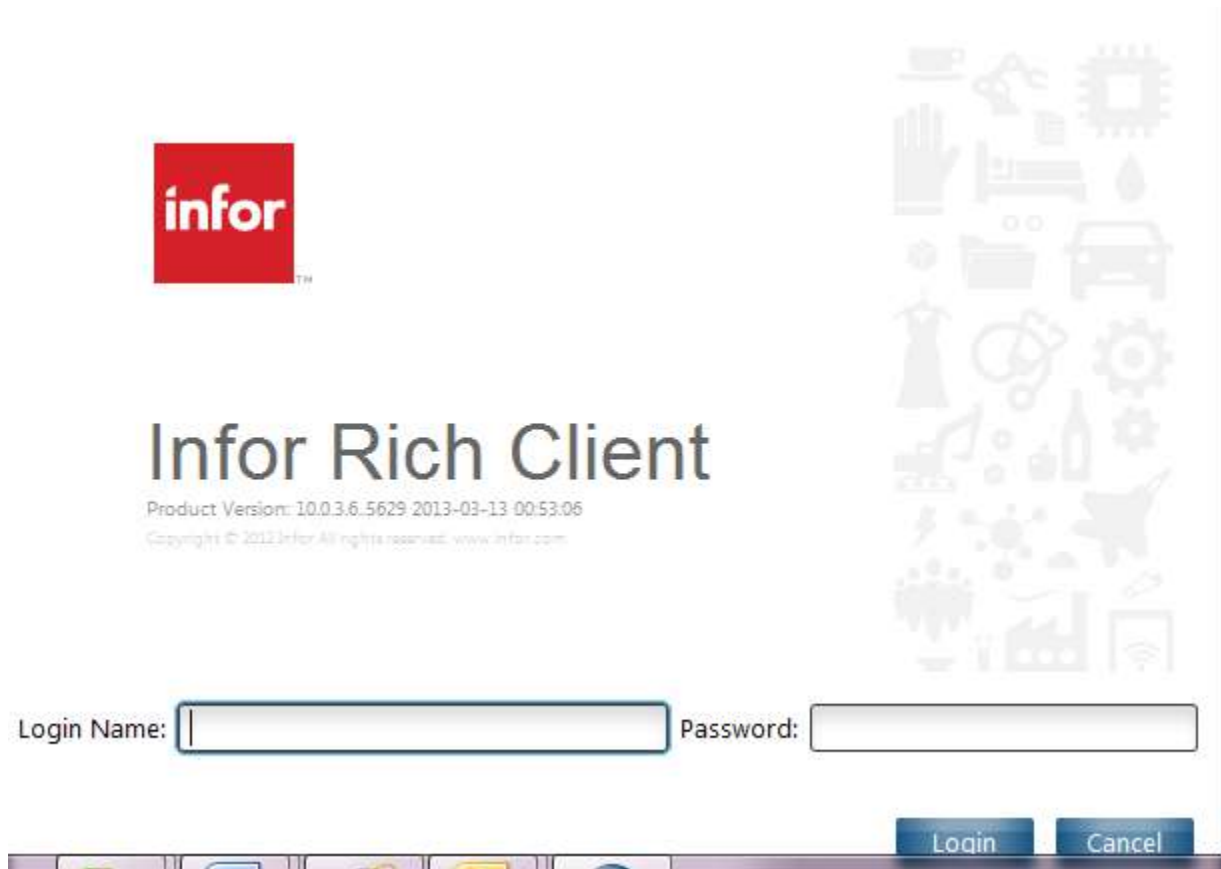There click on the *Security* tab and click *Trusted sites* icon.
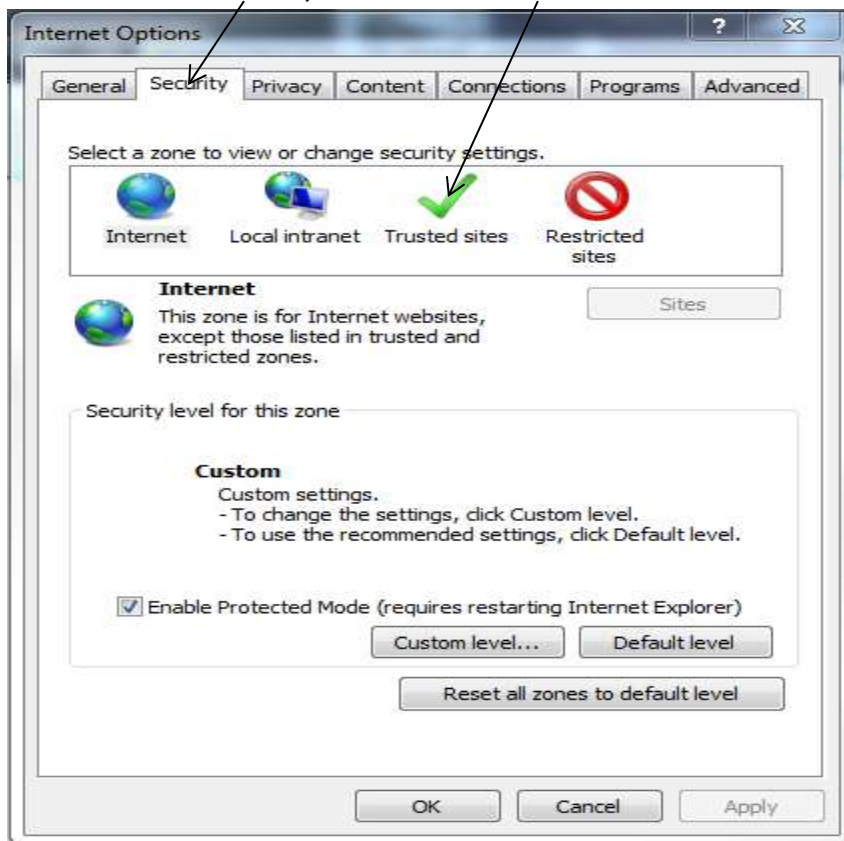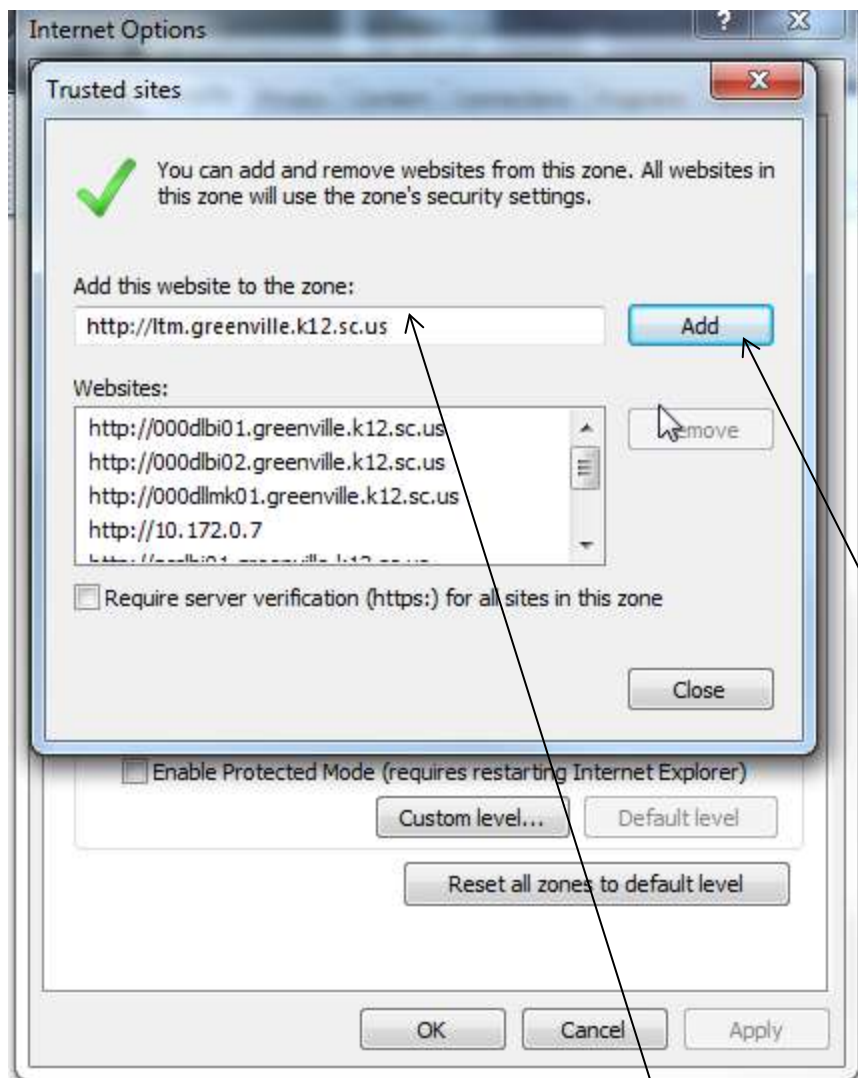
Enter http://ltm.greenville.k12.sc.us into the *Add this website to the zone* box and click the *Add* button.
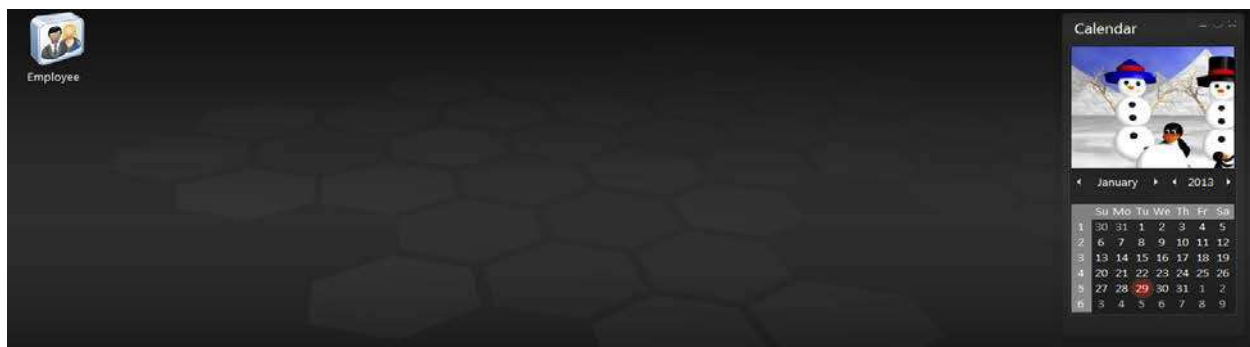Click the 'Close' button then click OK.

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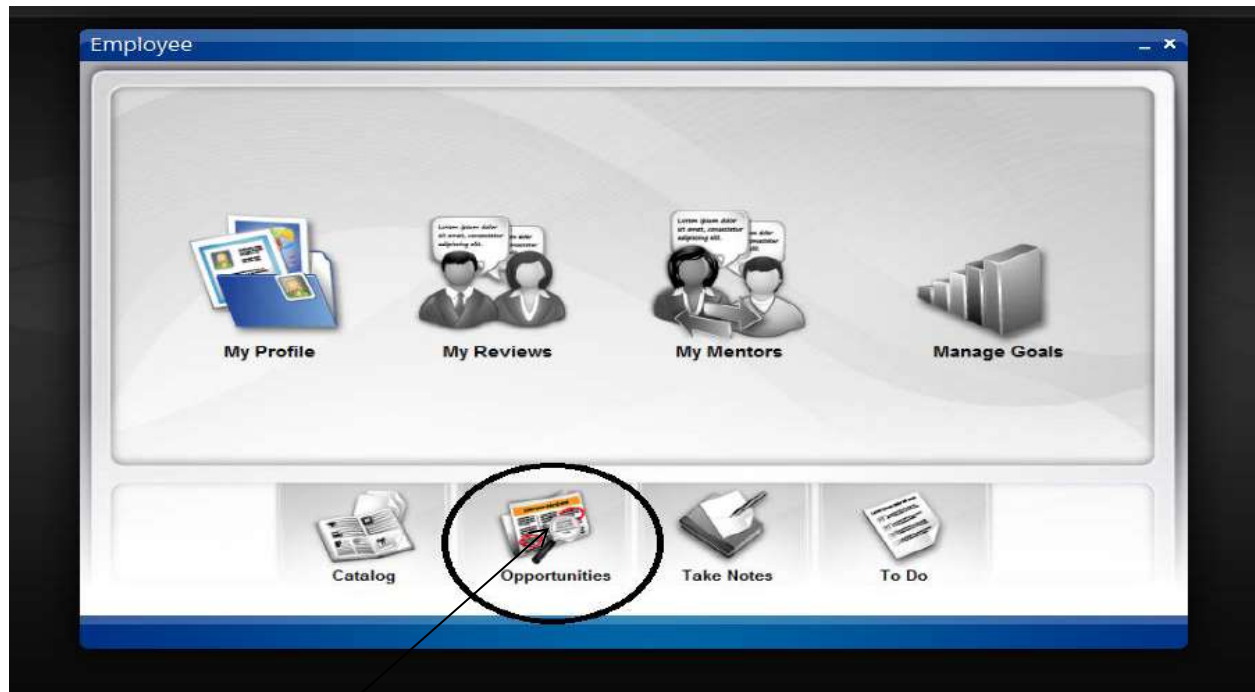
To login to Lawson Career Management you will need to use your Greenville County Schools Login Name and **the last five digits of your Social Security Number as your Password**.

Click on the Employee Tab

Click on *Opportunities*

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

Review the Job Description 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.

After checking all three boxes click on *Next*

The next tab will allow you to attach the required documentation needed to complete the application process:
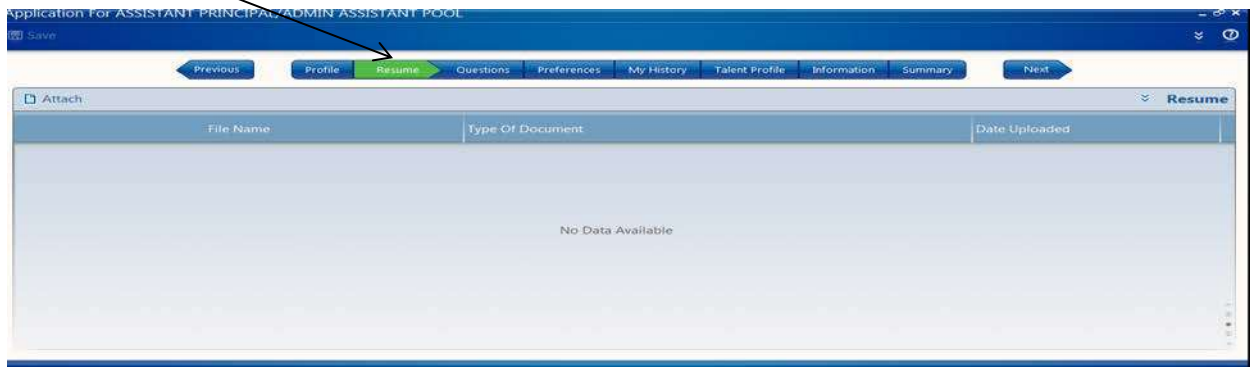
Click on the tab that will allow you to *Attach* Word or PDF documents (the system will only accept word or PDF format, it will not accept a jpeg document):

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:

Once you have loaded one document, click on *Attach* again to add additonal 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 (Parapros only)

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

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.

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

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.

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.

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

Your *Education History*

Click *Create* to get started

To search for colleges:

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

Education Institutions

Actions ▾ **Options** ▾ **Related** ▾ ⬜ ⬚ ⊗ 🔍 ↻   ⑦

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** ▾ ⬜ ⬚ ⊗ 🔍 ↻   ⑦

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.
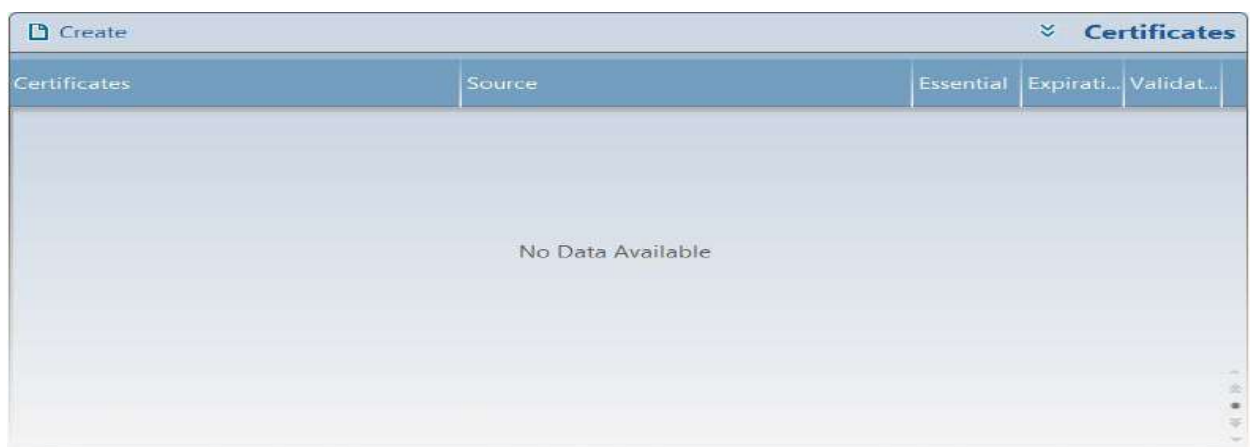
Click *Create* to get started

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

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

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.

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 R*eview* the information that has been submitted into Lawson Career Management:

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.

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

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