

**DIRECTIONS TO APPLY ON NH FIRST FOR INTERNAL APPLICANTS AS OF AUG 2019**

Go into NH First

Click on Talent Management (silhouette image of 3 people)

Click on **MY PROFILE**

Click on **TALENT PROFILE** (last item on list on left)

On the Right side of the screen, click on the carrots beside **EDUCATION**

Click on **CREATE**

Update any missing education history and attach transcripts if available.

Repeat for each educational institution you need to add.

Next, on the Right side of screen where you previously clicked Education, click on the carrots beside **EMPLOYMENT HISTORY**.

Click on **CREATE**.

Then fill in the information regarding your current job. Yes, you need to actually enter your current job. What you see in current assignment does not transfer onto the application.

Repeat for each job you have held until all your jobs have been added.

Be sure to **SAVE** all the information.

Then go back to where you selected **EMPLOYEE** and select **OPPORTUNITIES** instead. (go back by clicking on the white arrow inside a blue circle at the top left of screen)

Double click on the job for which you wish to apply and select **APPLY NOW** at the end of the posting (you need to scroll down).

Follow along with the required steps on the system about **CONSENT AND ACKNOWLEDGEMENTS, ETC.**

On left side of screen, click on at least Employment, Education and References.

Click on I AGREE

Click on NEXT (upper right hand side of screen)

Add a resume if you wish to

Click on NEXT

Answer all questions

Click on NEXT

Your education and work history should be up to date because you did that in your profile. However, now you **MUST add at least 3 references in the reference section.** You must add them **one at a time.** You cannot put all 3 in one section.

Click on NEXT

Click on I AGREE

Review the Summary

Click on NEXT

SUBMIT-be sure you submit the application. You actually have to click on SUBMIT.

The information from your profile will feed into the application via this process.

**PLEASE NOTE:** IF YOU GO DIRECTLY INTO OPPORTUNITIES WITHOUT CREATING/UPDATING YOUR PROFILE THERE IS A GOOD CHANCE THAT RECRUITING WILL ONLY SEE A BLANK APPLICATION. BE SURE TO GO INTO YOUR PROFILE AND UPDATE ALL INFORMATION FIRST AS NEEDED.