

Talent Selection Application Tips

The talent selection application provides an efficient, consistent, and confidential mechanism to apply for multiple future-state HR positions at one time.

These tips will help you complete the application worksheet in preparation for submitting your application in June (Wave 1) and/or September (Wave 2).

- ✓ **Complete the application worksheet ahead of time**
 - We estimate that it will only take 15-20 minutes to complete your application when the positions are posted.
 - You will be able to copy and paste your information from the worksheet to the application.
 - There is a character limit in the application worksheet, but not in the application. If you need more space, please use a separate document to save your work.

- ✓ **Demonstrate your knowledge, skills, and abilities**
 - You will not need to enter your employment history in chronological order.
 - Instead, consider listing the positions and associated accomplishments that best demonstrate your knowledge, skills, abilities and interests most relevant to the position(s) for which you will apply.

- ✓ **Remember your dates of employment**
 - For the dates of employment, the worksheet and application tool ask for a specific calendar date.
 - If you are uncertain of the exact day, it is not a problem, simply select the first of the month.

- ✓ **Consider your accomplishments**
 - At the end of employment history, there is a section for Additional Employment where you can list up to five additional positions.
 - In the Relevant Accomplishments section, consider listing the skills from all of these positions that would collectively demonstrate additional skills that make you ideally suited for the position(s) you wish to obtain.

- ✓ **Take your time**
 - Take the time to list the experience that is most relevant to the position(s) you wish to pursue and provide accomplishments that best demonstrate your ability to do the job(s) for which you are applying.
 - Do not feel as though you must complete all text boxes available.