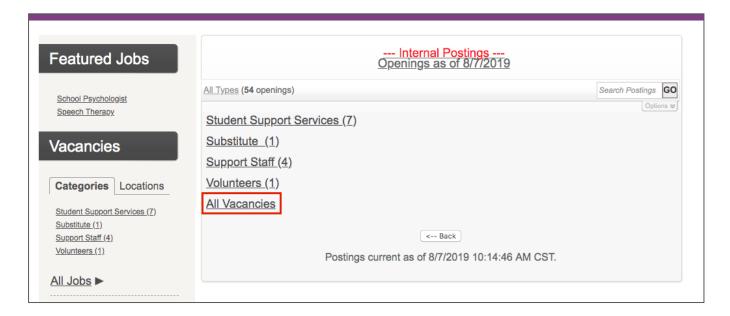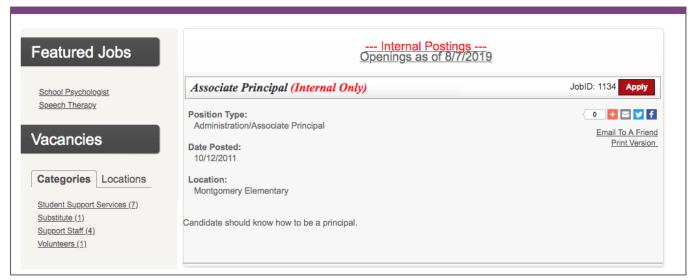# Completing an Internal Application

Applicants can use their individual Applicant Tracking profiles to review submission requirements, apply for jobs, and save (or update) personal information related to current or ongoing applications.

ACCESSING INTERNAL POSITIONS

The Applicant Landing page hosts an "Internal Applicants" section where applicants can click the option to "**View internal positions**." This selection opens the organization's Internal Postings page. From here, applicants will select the "**All Vacancies**" option to view all their organization's current, internal postings.
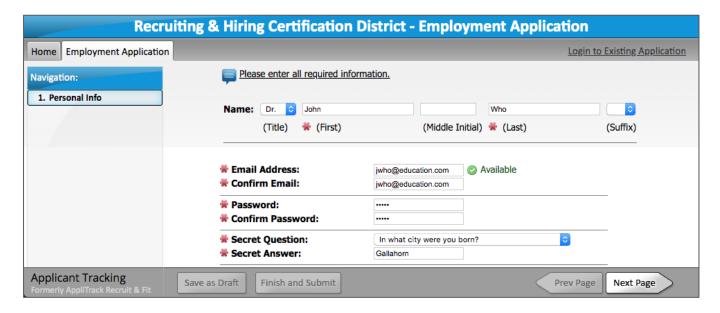

From this page, an applicant can review the list and click **Apply** beside a specific posting. This selection will open the internal application.

The internal application will need to be completed prior to submission, and applicants will select the "Start" option to begin this process. The first page requires an applicant's personal information. This section includes a first and last name, email address, password, and secret question/answer. Once completed, the applicant will click **Next** to proceed.

The side navigation will populate any additional steps that are required by one's district. These steps vary by organization and may include pages such as Current Employment Status, Vacancy Desired, Position Desired, etc. An applicant must complete the steps required by an organization prior to submitting an application.

Once the Confirmation page is selected, the system will indicate whether an applicant has any pending requirements prior to submission. If any exist, an applicant must go back and complete those entries. Then, when finished, the applicant can click **Submit Application** to complete the process.