

Applying as an Internal Candidate for a State of Indiana Position

Beginning on March 4, 2019 any current State of Indiana (SOI) employee wishing to apply to another position within the SOI will need to access [SuccessFactors](#) to complete an application for employment to the position they are interested in. The instructions below will list step-by-step instructions on how to apply to a position as a current SOI employee.

Applying to a Position using the Internal Candidate Career Site

- Log into SuccessFactors using one of the two links below:
 - [SuccessFactors](#) (Single-Sign-On)
 - [SuccessFactors](#) (for AOS, ISD, ISBVI employees)
- From the Home Page, click on the word “**Home**” located at the top of the page and then click on the word “**Careers**” to access the Internal Candidate Career Site.
- Take advantage of the multiple search tools to identify your next career opportunity. Available search tools include:
 - Keyword
 - Division
 - Posted within the last ___ days
 - Requisition Number
 - Job Category
 - Region
- Once your search criteria has been selected, click on “**Search Jobs**” located near the bottom of the page.
- Click on the title of the position you are interested in or click on the “**Select Action**” dropdown list to perform one of the following actions:
 - Apply to the position
 - Save the position
 - Email the position to a friend
 - Refer a friend to the position
- When ready to apply, click “**Apply**” from the dropdown menu.
- You will be taken to your candidate profile. Feel free to add a resume or cover letter by clicking on the “**Click here to attach your Resume**” and “**Click here to attach your Cover Letter**”
- Feel free to update your *Previous Work Experience, Education, Licenses and Certifications, Language Skills, and documents sections.*
- After updating your candidate profile, click “**Next**” located near the bottom right hand corner of the page.
- Answer the question, “**May we contact your current employer?**”
- Answer the question, “**How did you hear about this position?**”
- Carefully read the Applicant Statements and Agreements
- Click the Box that certifies that you have read, fully understand and accept all terms of the foregoing Applicant Statements.
- Electronically sign and date your application
- Complete any EEO Information that you feel comfortable self-identifying.

- *Such information will in no way affect the decision regarding your employment with the State of Indiana. This information will be kept confidential and maintained separately from your personnel records.*
- Complete the screening questions listed at the bottom of the page.
- You can click “**Save**” and submit your application at a later time or click on “**Apply**” to submit your application.