



PROMOTE YOURSELF: KEEP YOUR PROFILE UP TO DATE

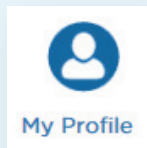
Take charge of your career. Position yourself for new job opportunities at Kaiser Permanente by keeping your employee information current. Here's how to update your profile in **My HR** and **kp.org/careers**—the systems that KP managers and recruiters, respectively, use when considering employees for new positions.

FIVE STEPS TO UPDATE YOUR TALENT PROFILE IN MY HR

STEP 1

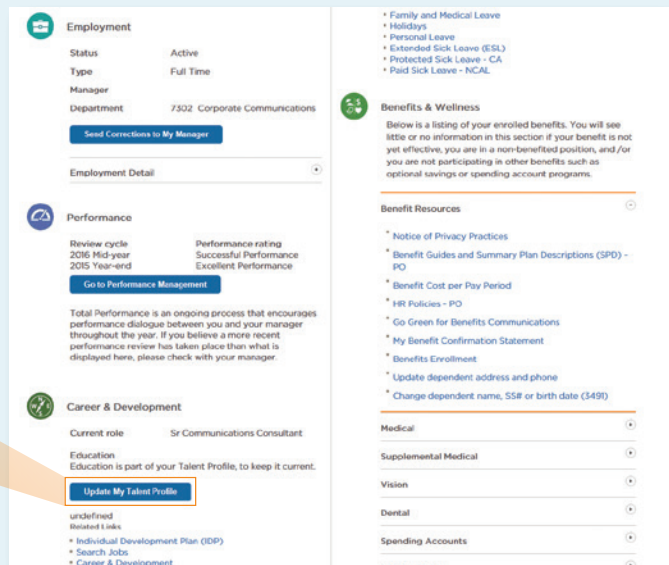
Go to the My HR landing page on your KP employee portal.

Click on **My Profile** (sign-in required).



STEP 2

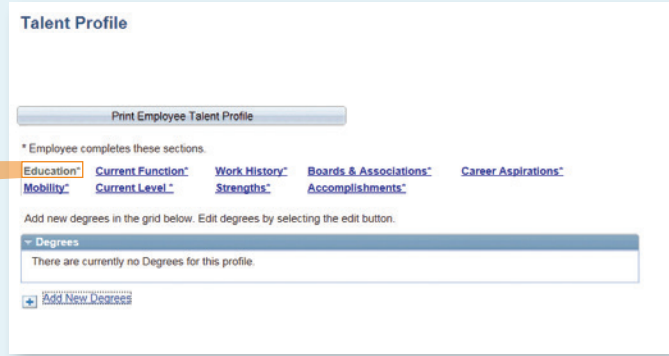
Scroll to bottom of page, select **Update My Talent Profile**.



FIVE STEPS TO UPDATE YOUR TALENT PROFILE IN MY HR

STEP 3

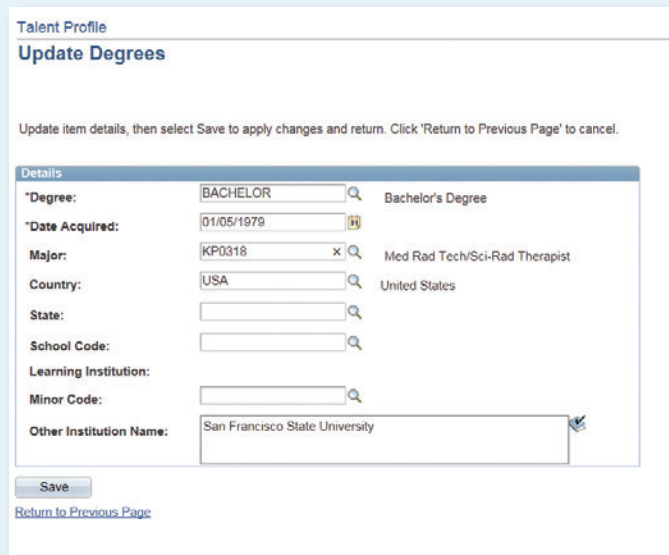
Select each item you want to update. Start with **Education**.



STEP 4

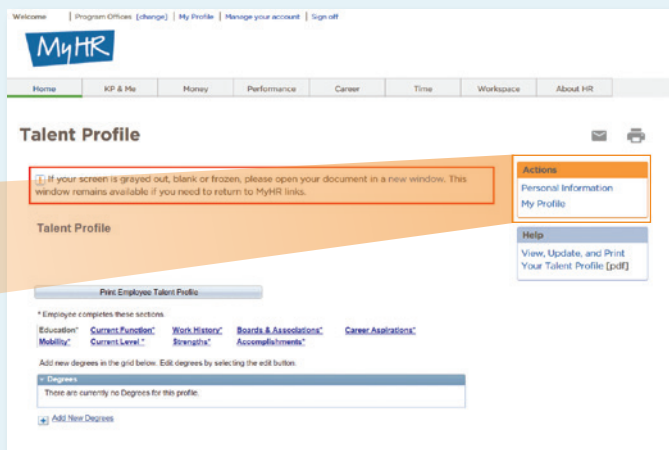
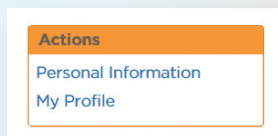
Fill in or look up the information that applies to each area. Save as you go.

Continue on to the other sections indicated in Step 3 (Current Function, Work History, etc.).



STEP 5

Before signing off, check your **Personal Information** to make sure your name and contact information is accurate and up to date.



FIVE STEPS TO UPDATE YOUR TALENT PROFILE IN [KP.ORG/CAREERS](http://kp.org/careers)

STEP 1

Go to kp.org/careers and select **Search jobs**.

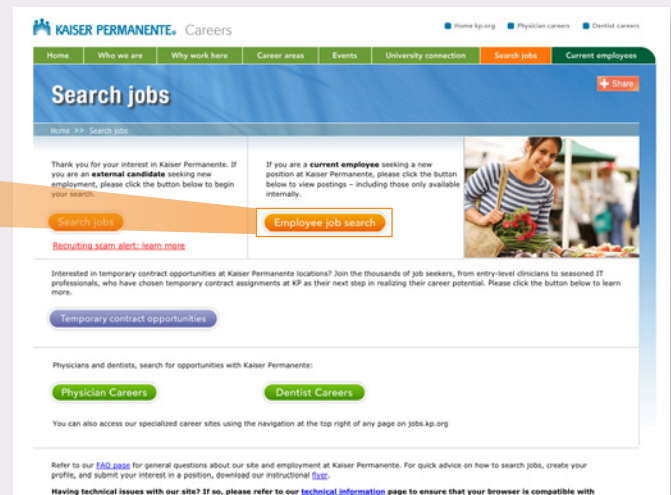
Search jobs



STEP 2

Select **Employee job search** (sign-in required).

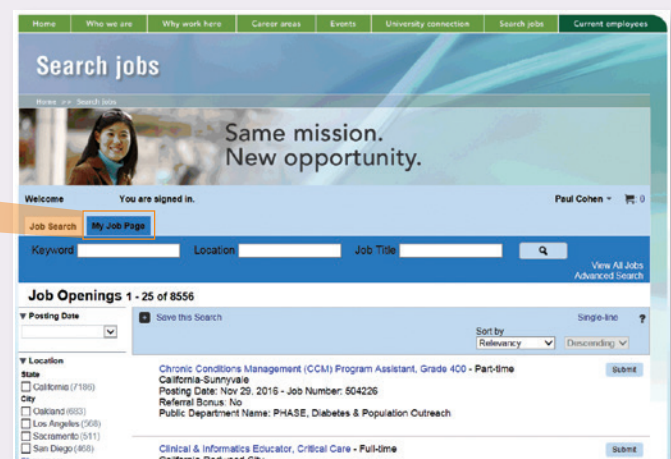
Employee job search



STEP 3

Select **My Job Page**.

My Job Page

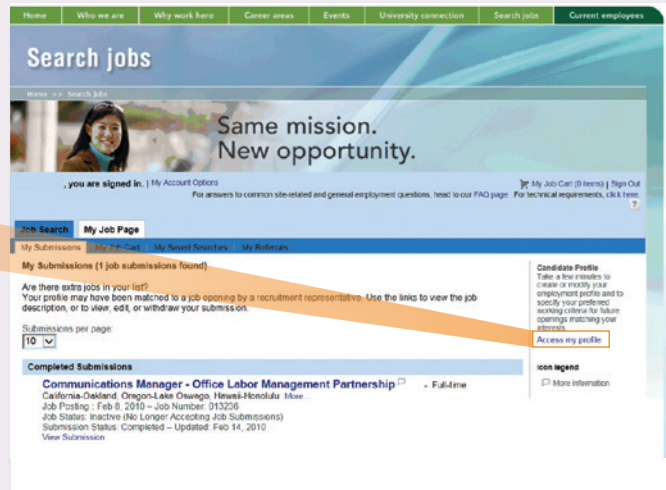


FIVE STEPS TO UPDATE YOUR TALENT PROFILE IN [KP.ORG/CAREERS](http://kp.org/careers)

STEP 4

Select **Access my profile**.

Access my profile



STEP 5

Fill out the form. Begin with your personal information.

After filling out each section, click Save and Continue at the top or bottom of the page. Then move on to the next section of the profile.

Before submitting your form you'll have an opportunity to attach a résumé, cover letter and other supporting documents.

Save and Continue

