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** MyHR Go to the My HR landing page on your Money Performance Career Time Workspace About HR What's New | View All KP employee portal. ASSESS and EVALUATE 2016 PERFORMANCE RESULTS Traveling During the Holidays? Nove Everything You Wanted to Know About Preventing the Flu But V Mraid to Ask November 21, 2015 Click on My Profile (sign-in required). son Is a Great Time to Go G ofor Year-End Performance Reviews N OTAL PERFORMANCE YEAR-END REVIEW My HR Outage planned for Saturday, December 3, 7:00 / to 5:00 pm (Pacific Time) and Sunday, December 4, 7:00 at to 5:00 pm (Pacific Time). Are you having problems with My HR self-service? It could be because you need to clear your cache. Here's how. View the My HR Downtime Schedule. My Profile Welcome to My HR Find it Fast En Holiday Events at KP: Don't Forget to Rev Recognition Awards, Gifts, and Celebratic Happening Now! Managers: Send Multi-Ra nagers: Send Multi-Rater feedback, revie I-assessments, and complete year-end pr lew Career and Time menus are coming soon! Find out w hanging on My HR. Top Picks It's Time to 0 S OF Employment **STEP 2** Full Time Scroll to bottom of page, select Update 7302 Corporate Benefits & Wellnes Below is a listing of your enrolle little or no information in this se yet effective, you are in a non-b you are not participating in othe My Talent Profile. optional savings or spend Benefit Resources Update My Talent Profile Notice of Privacy Practice nefit Guides and Summary Pla Benefit Cost per Pay Period HR Policies - PO Go Green for Benefits Co * My Benefit Confirma Benefits Enrollment Update dependent address and pho Change dependent name, SS# or birth da Caroor & Develo Medical Supplemental Medica Vision te My Talent Profile Dental ment Plan (IDP) Spending Accounts Search Jobs Career & Development

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FIVE STEPS TO UPDATE YOUR TALENT PROFILE IN MY HR

Talent Profile

STEP 3

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

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.).



+ Add New Degrees

STEP 5

Actions

My Profile

Personal Information

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



FIVE STEPS TO UPDATE YOUR TALENT PROFILE IN KP.ORG/CAREERS

STEP 4

Select Access my profile.

Access my profile



Same mission. New opportunity.

My Job Cart (0 tems) | Sign Ou

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.



Search jobs