


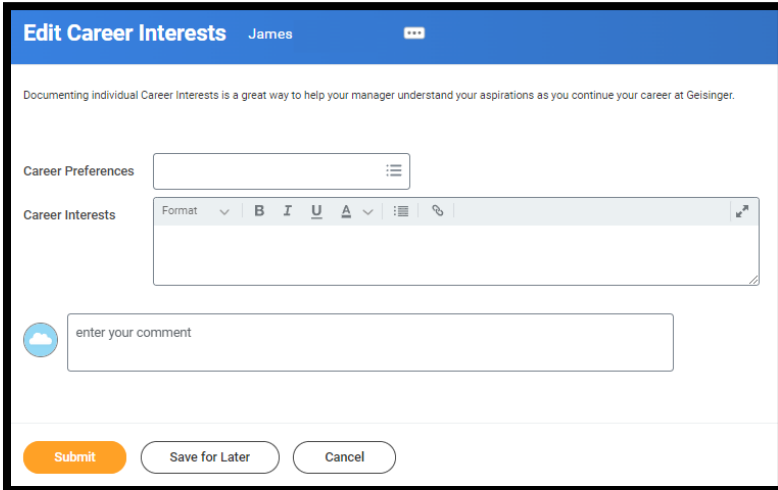
Getting Started: Manage Your Career Interests

Career interests and preferences, when paired with talent reviews, can provide your manager with valuable information for making decisions about organizational development or succession planning.

MANAGE CAREER INTERESTS

From the Home page:

1. Navigate to the **Profile** icon > **View Profile**. Your employee profile page displays.
2. Click the **Actions** button to open your Related Actions menu.
3. Select **Talent > Edit Career Interests**.
4. Click the **prompt**  icon to select a Career Preference.
5. Enter your career interests.



Edit Career Interests James

Documenting individual Career Interests is a great way to help your manager understand your aspirations as you continue your career at Geisinger.

Career Preferences

Career Interests

enter your comment

Submit Save for Later Cancel

6. Click **Submit**, then **Done** to complete the submission step.

MANAGE TRAVEL PREFERENCES

From your employee profile page:

1. Click the **Actions** button.
2. Select **Talent > Edit Travel Preferences**.
3. Select the appropriate response for the “Are you willing to travel?” field.
4. Enter additional information, if needed.
5. Click **Submit**, then **Done**.

MANAGE RELOCATION PREFERENCES

From your employee profile page:

1. Click the **Actions** button.
2. Select **Talent > Edit Relocation Preferences**.
3. Answer the questions under the Short Term and Long Term sections.
4. Enter additional information, if needed.
5. Click **Submit**, then **Done**.