EXTERNAL CANDIDATE JOB AID

COMPLETE JOB APPLICATION

External candidates can use this job aid for support in completing a job application once they have been invited to apply for an open job requisition.

To apply for a position at Booz Allen, external candidates will first need to complete a form online to join the Booz Allen talent Network. Once they are in the network, an employee may refer the candidate to a specific job requisition or the recruiter may reach out to them. Either way, they will receive an email with a link to create a Workday account. This requires setting up a user name and password.

For external candidates, log in to the Workday site. Then, click on the job requisition that you want to apply for and follow the steps below.

1. Upload current resume, and click Next.
2. Complete **Name, Address and Contact Information** Section. Click **Next**.

**NOTE:** Some of this information may auto-populate from your Resume.

![Image of My information section]


**NOTE:** Once the application is submitted, it can’t be edited. If you upload your resume, some of your work experience and education should auto-populate.

4. Complete **Requisition-Specific Questions**.

5. Complete **Post-Government Employment Questions**.

**NOTE:** If the candidate needs to refresh PGE questions, a recruiter can select this option in Workday.

![Image of Application Questions section]
6. Complete **Equal Employment Opportunity (EEO) Questions**. Review the **Terms and Conditions** and click the **check box** indicating you have read and consent to the terms and conditions.

**NOTE:** Candidate must select one option, but there is an option to choose not to provide information; this information will have to be re-entered every time the candidate applies for a new position.

![EEO Questions](image)

7. Complete **Self Identification and Disability Form**.

![Self Identification Form](image)

8. Certify that the information provided is correct, and click **Submit**.

![Submit](image)