EMPLOYEE JOB AID

SEARCH AND APPLY FOR NEW OPPORTUNITY

Internal candidates will use this guide to walk through how to search for open positions, apply for, and track progress against open requisitions

For employees looking for new opportunities, focus searches on Sold and Funded or ESG requisitions. **NOTE:** Sold and Unfunded and Contingent reqs are not immediately funded and employees must be eligible to wait until position is fully awarded/funded.

**NOTE:** As an employee your homepage Dashboard may look differently based on your roles. This Job Aid only focuses on the worklets visible to you.

1. Once logged in to Workday, click on **Career Worklet**.

2. Under **Actions**, click on **Find Jobs**.

3. Use **Filters** on Left Hand Side to Narrow Opportunities; click on **position of interest**.

![Find Jobs Worklet](image-url)
NOTE: For each item you filter your search through, the screen with refresh to begin narrowing down the results. You will also notice under the Filter By section, you will now have an option to Save. If you plan on using the same search criteria again, simply click on Save and Name your search. Next time you go into Find Jobs, you will be able to open up the same search without choosing filter criteria.

4. Once you find an opportunity of interest, you can click on that Requisition title to review details. If you find an opportunity you would like to apply for, simply click on Apply.

NOTE: If you continue to scroll down on this screen, you will see a section titled Similar Jobs. These are jobs that are similar to the search results.

5. At this point you will view a screen with your profile information that will be visible to the RM, Recruiter, or Hiring Manager. If any of this information needs to be updated click on Go to Professional Profile to make changes to Work Experience (Skills), Resume, Relocation, Travel preferences, etc.

NOTE: If you need to update your profile, make note of the requisition you are applying for. Once you update your profile you will need to open up the requisition again to apply.

6. If you made changes to your profile, you will need to re-open the requisition. If no changes were made, you can attach resume and a word document highlighting how your skills/background map to each of the Basic and Additional Qualifications.
7. Click **Submit** once resume and additional information are attached.

   **NOTE:** Comments entered are only for employee reference and are not visible by the Recruiter, RM, or Hiring Manager.

8. Once you hit **Submit** you should see a screen letting you know the process was successfully completed. Click on **Done**.

9. To Review Applications, Employees go back to Homepage and click on **Career Worklet**.

10. Under **View** click on **My Applications**.

11. At this point you should be able to see the position applied for and current status along with any other positions you have already applied for.

**NEXT STEPS:**

At this point your application will flow to the Recruiter or Resource Manager aligned to the requisition for next steps.

If you are a candidate of interest, the recruiter or resource manager will contact you directly with next steps.

If you get declined for a role, you will see Rejected in the Candidate Stage column. The aligned Recruiter or Resource Manager should reach out directly to you with additional details as to the “why.”