Editable Fields on Job Requisition

When to Use This Guide
Use this guide to apply to internal jobs that are posted in Workday.

Finding Internal Jobs
1. Log into Workday and select the Jobs Hub Application.
2. Select Browse Jobs.
    a. You can use the filters on the left-hand side to narrow down your search.
3. Select the job title you are interested in to view more details.
4. If interested in applying, select Apply.

Internal Application
1. If you have saved your career profile in Workday, the details will automatically load into the application. If you have not saved your career profile, you will be able to manually enter the information required.
2. Review or manually enter your work experience, education, certifications, or languages.
    a. You can add another job/school/certification/language by selecting the "Add" button under the most recent experience.
    b. You can update your career profile with the information entered on the application by selecting the checkbox under each section of the application, "Replace the XXXXX information in my profile with this information". Once you select this checkbox and submit the application your career profile will be updated, and this information will populate on future applications.
3. You can also add attachments within the application.
    a. You can upload your degree under education by selecting "Select Files", selecting the document you would like to upload, and then selecting "Open". This will attach the file to the education section.
    b. You can upload your resume at the bottom of the application under Resume and selecting "Select File", selecting the document you would like to upload, and then selecting "Open". This will attach your resume to the application.
4. Internal Application Questionnaire
    a. While you are not required to tell your manager that you have applied for a job internally, we do require that you answer the question on the application asking if you did or not.
5. Review the application and select submit.

View your Application(s)
1. Select the Jobs Hub Application on your Workday homepage.
2. Select "My Applications". This will show what requisitions you have applied to.