



Recruitment Job Aid

APPLY FOR JOB

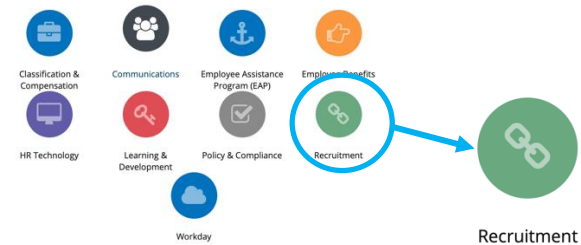
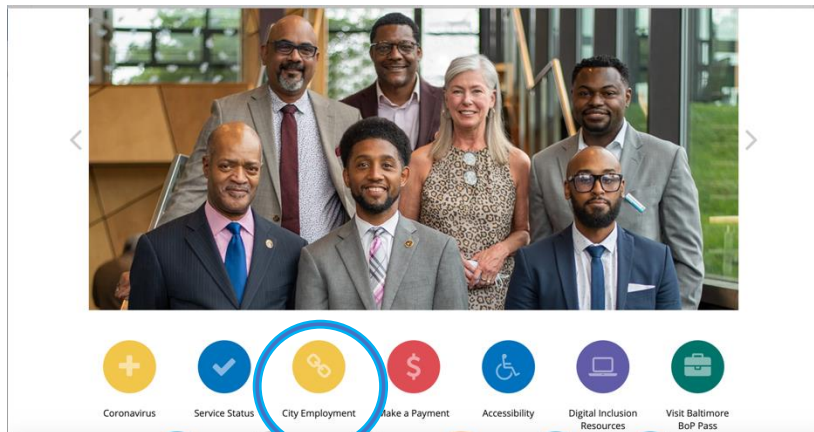
NOTE: WORKDAY IS CONSTANTLY UPDATING THEIR TOOLS, SO THIS JOB AID MAY NOT REFLECT EXACTLY WHAT YOU SEE IN WORKDAY.

External Careers

How to apply as an external candidate

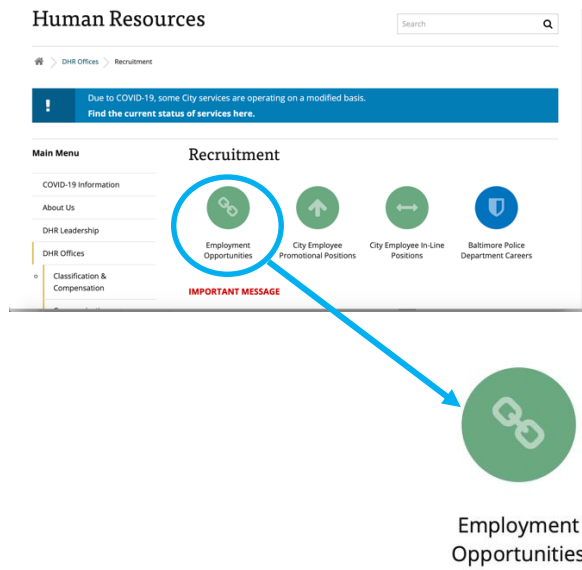
External candidates will apply through the Baltimore City website.

1. Type “<https://www.baltimorecity.gov>” into the search engine.
2. Click the link for “**City Employment**” under the main picture.
3. On the next page, click “**Recruitment**”

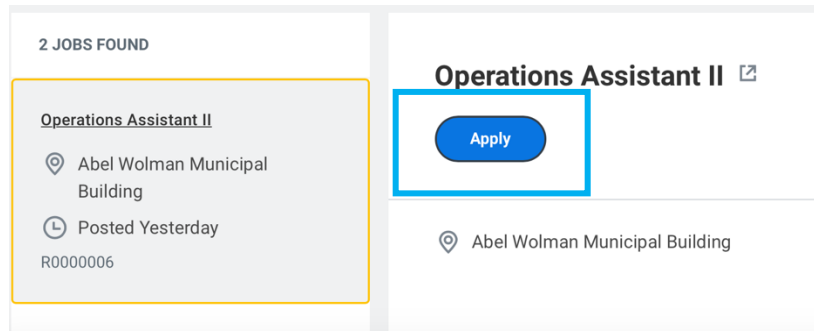


Recruitment

4. Then click “**Employment Opportunities**”.



5. Locate the job you wish to apply for and click **Apply**.



6. When the **Start your Application** screen appears, select one of the following:

- **Autofill with Resume** to automatically populate information from your resume.
- **Apply Manually** to complete the job application fields manually.

NOTE: Once you create a Candidate Home account, you can select “**Use My Last Application**” to automatically populate resume details using a previous job application.

7. If you selected the **Autofill with Resume** option, you will be prompted to upload your resume as the first step in the application process.

- Click **Select File** or drag and drop your resume into the box on the Autofill with Resume page.
- Once your resume has been uploaded, click **Continue**.

8. On the **My Information** page:

Complete all required fields:

- If you chose to autofill your application with information from your resume, verify that your information populated correctly.

- Confirm that your email address is entered correctly. **All communication related to this job application will be sent to the email address as entered.**
 - Please use the “How Did You Hear About Us?” section to let us know how you hear about the position.
 - If you were referred by a Baltimore City employee, please select the option, “City of Baltimore Employee.”
9. Click **Save** and **Continue** to move to the next section.
10. On the **My Experience** page:
- Complete all required fields:
- Work experience
 - Education
 - Certifications
11. Please upload any additional documents as needed.
- Click **Select File** or drag and drop your resume into the box on the Autofill with Resume page.
 - Once your resume has been uploaded, click **Save and Continue**.
12. On the **Application Questions** page, please answer all required fields.
13. Click **Save and Continue**.
14. The next page will prompt you to complete the **Voluntary Personal Information** fields. You must read and agree to the **Terms and Conditions** at the bottom of this page.
15. Click **Save and Continue**.
16. The next section will ask you to self-identify. (Optional)
17. To move forward, select **Save and Continue**.
18. Please verify all information provided was entered correctly. Once verified, click **Submit** to submit the application.
19. Once you have applied to the desired job, the Sign In page displays, click **Create Account** and then enter your email address and a password that complies with the rules below.

Note: Your password must include:

An alphabetic character

A special character

A lowercase character

An uppercase character

A numeric character

A minimum of 8 characters

20. Click the **Create Account** button.

NOTE: If you already have an account, click "**Sign In**" at the bottom of the screen.

External Careers

How to Manage Job Applications

External Candidate can manage their draft or previously submitted applications on the external career site.

1. Log in to your Account
2. Click **Candidate Home** at the top upper right corner of the screen.



Candidate Home

3. In the **My Tasks** section, you will see any tasks that await you in the selection process.
4. In the **My Applications** section, you will see any applications that you have submitted and incomplete applications for you to complete.

Note: This section will also show the candidate disposition for applicants to check the status of their applications.

5. If you are invited to apply to a job by a recruiter, the job will populate in the **Suggested Jobs** section for you to apply.
6. In the **My Account** section, you can make changes to your personal information. For example, your email address or other contact information.