



Recruitment Job Aid
APPLY FOR JOB (Internal)

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

Internal Careers

How to apply as an Internal candidate

The Internal Careers section of Workday allows employees to view and apply for internal job postings.

1. In Workday, find the search bar.
2. Type **Find Jobs** to select the find jobs report.
3. Search for the internal position you would like to apply and click on the position title.
4. Click **Apply**.
5. On the **Apply to Job** page, your information will auto populate.
 - To make changes to your profile, click the **Go to your Profile** in the top right corner of the page.
 - In your profile, click edit at the bottom of each section to change any information.
 - Sections that can be changed include education, job history, and skills.
6. Under Resume/Cover Letter, you can upload an updated resume/ cover letter from your computer, or you can drag and drop the files.
7. Answer all supplemental questions.
8. Click **Submit**.
 - To save progress and continue application later, Click **Save for Later**.
 - Repeat steps 1-3 to find job application and click **Continue**. There will also be a message sent to the inbox to complete submission of application.