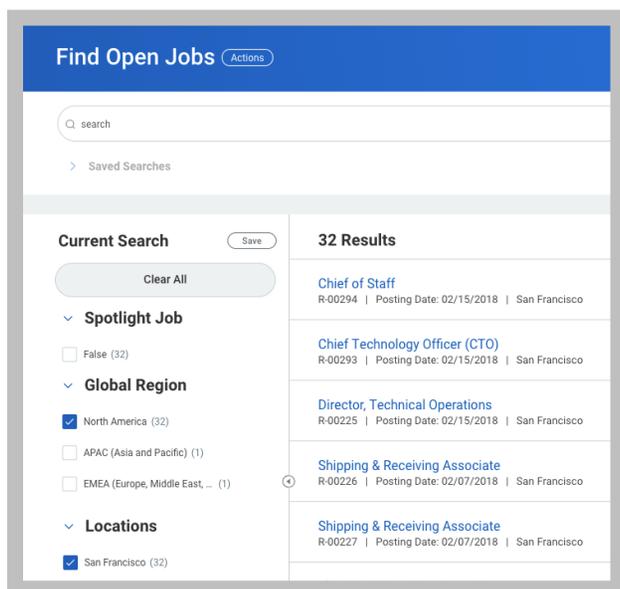


FIND AND APPLY FOR JOBS

FIND JOBS

From the Career application:

1. Click **Find Jobs** under Actions. Find Jobs is the internal career site where employees search and apply for jobs.
2. View open positions on the page or use filters on the left to narrow your search. You can also enter keywords in the search field to find relevant positions.



Important: You can click Clear All to clear the filters applied.

3. Click the open position you are interested in to view the job description.

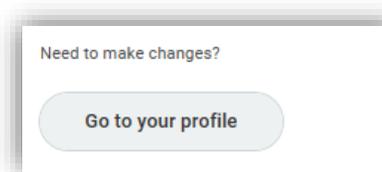
APPLY FOR A JOB

Once you have found a job you want to apply for using the previous task, you can apply directly through your Workday account.

1. Click the **Apply** button. Review your information. If your information is complete and accurate, simply click Submit. You have now applied for the position. **If you need to make updates, to your information follow the steps below.**

If this is your first time applying for a position OR if it has been awhile since you last applied for a position, you will need to update your information. It is important to include as much information as possible so the recruiter and hiring manager can make a fair analysis of your application.

1. Click **Go to Your Profile** and make any updates you would like included in this Job Application.



2. To upload a resume, click the **Upload** button in the Upload My Experience section or drag and drop files in the designated area to attach them to your application.
3. If you do not have a resume to upload, you can manually add Job History and Education by clicking Add in those boxes.

Education

Add

Job History

Add

4. After you have made your updates you will need to navigate back to the job posting and click **Apply** again. Click on the Home button in the upper left to return to the homepage. Follow the steps in the [FIND JOBS](#) and [APPLY FOR A JOB](#) sections of this document to locate the job and apply.
5. Click **Save for Later** if you would like to complete your application later or click **Submit** to send your application.



Note: Any additional edits made to your Worker Profile following the submission of your application will not be reflected on your application. Only the information and attachments present at the time of submission are included. The recruiter can modify profile details and attachments on the application.

VIEW MY APPLICATIONS

From the Career application, click **My Applications** under View. From here, you can see the date you applied for the position, the Candidate Stage you are in, and additional information about the position you applied for.

My Applications Actions

1 item

Date Applied	Candidate Stage	Job Title
08/13/2018	Review	Internal: Shipping & Receiving Associate