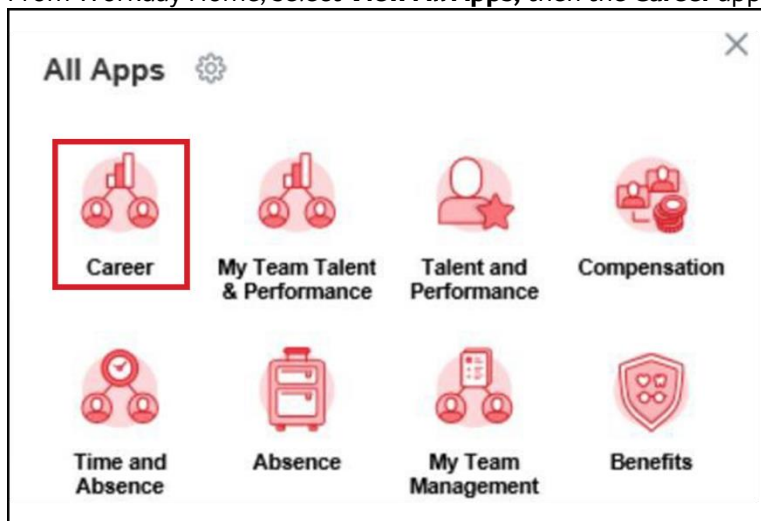# Jobs in Workday

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Searching for jobs

Use the guidance in this section to search available job openings, review job descriptions and qualifications, and set up job alerts in Workday.

Accessing job search in Workday

To search for jobs in Workday, access **Find Jobs** from Teamworks, HR Services & Support, or from multiple places in Workday.

- Enter keyword **Find Jobs** in the Workday or Teamworks search boxes; or
- From the Teamworks homepage, open the **HR Center** flyout menu, and select **Find Jobs** under Workday in the HR Tools section; or
- From Workday Home, select **View All Apps,** then the **Career** app.; or

- From Workday Home, select **View All Apps**, then select the Talent and Performance app. You can locate **Find Jobs** in the Career and Jobs pane.

Once on the **Find Jobs** page in Workday, you can enter search criteria, view a results list, and open job postings to review more details.

If you find a job that interests you, you can apply, save the job, favorite the job, create a job alert from the same criteria, or refer the job to a friend.

Search for jobs from your personal device

Access **Find Jobs** through Teamworks at Home from a personal computer or by using the Workday Mobile app on a mobile device. Workday Mobile app is available on most smartphone and tablet devices using the most recent Android and Apple operating systems.

To begin searching jobs, mobile users may need to first expose the filters by selecting the filter icon. To enhance the application process, rotate your mobile device from portrait (vertical) orientation to landscape (horizontal) orientation to see the fields more easily.

Search for jobs

To begin searching for jobs, enter or choose criteria in several fields to find a list of jobs that meet your requirements. Each term added will narrow the list of results. There are several ways to search in **Find Jobs.** Learn more in each section below.

Targeted search

Find Jobs is a global search tool. Using the targeted search criteria and filters are the best way to narrow your list of job openings to only those of interest. Begin a targeted search by:

- Entering search information in the search field without applying any filters

- Applying one or more filters without entering any search field criteria.

- Entering information in the search field and then narrow down your results by using the filters or alternatively, apply filters first and then utilize the Search feature.

Multiple selections can be made within any given filter. For example, select multiple locations for specific states and cities. You may also make selections within more than one of the filter categories.

The job requisition list automatically updates when a selection in made in a filter category to display the requisitions that meet your criteria. Within each filter, a number appears next to your selections indicating how many requisitions are associated with that selection. The filter selections are organized in decreasing order by the number of requisitions aligned to the filter selections.

To clear search criteria, select the Clear All button just above the filters on the left-hand side. Mobile users will need to select the "x" in the blue **Filtered Results** section header.

Use the Search field

Use keywords to search for terms in the **Search** field that appear in a job's title or description fields. Keywords can include words in job description, qualifications, and other content. Using single or multiple words in a keyword search is permissible. Enter the words without commas or any other punctuation between them. For example, if you want to search for a job containing the words "economic" and "reporting," enter "economic reporting" (without quotes). This search will return jobs containing both of these words in one job opening. There is no searching available that uses an 'or' feature. Any search using multiple parameters will follow the 'and' feature. Job titles and descriptions may include abbreviations or acronyms, though recruiters are encouraged to advertise jobs using full job titles and descriptions and to avoid acronyms, jargon, and line of business-specific terminology. There is only one version of a job opening, so if you do not get the results you are seeking by entering an acronym (example: "CSR"), then search using the full version instead (example: "Customer Service Representative").

When conducting a search using keywords, the search results will include a descriptor under the posting titles explaining where your keywords were found.

Search by requisition ID

The tool assigns an identification number to each job posting called a requisition ID. It is necessary to include the "R-" when searching by requisition number. Example: R-100020. If you know the requisition ID, you can also search for it in the Workday search field by entering the search prefix "jr:" (without quotes) then entering the ID. Example: jr: R-100020.

Search by desired pay

Searching by desired pay is not recommended. Results will only be displayed if you enter either the exact minimum or the exact maximum of the pay range for a job profile. You must enter the value with a comma. Dollar signs can be included but are not required. Example: 62,200 or $62,200.

Search results

After you select the **Search** button to the right of the search criteria field or select one or more filter options, the page refreshes with the list of job requisitions that meet your search criteria in reverse chronological order by the date they were posted.

From this list:

- Review high-level information about the jobs that meet your search criteria, including the posting title, requisition ID number, posting date, and primary location.

- Select the **Related Action** icon (three horizontal dots) next to the job posting title to get quick access to the job posting details. From this view, select the right-facing arrow next to **Description** to get quick access to the job description. Also select **Favorite** under the **Actions** menu to add the job requisition to your favorites.

- Select the job posting title hyperlink to see the detailed job description and additional posting details on the **View Posting Details** page. See additional information on posting details below.

Save your searches

- Once you have entered your search criteria on the **Find Jobs** page, save your search criteria for future use by selecting the **Save** button just above the filters. Name your search then select **OK**.

- To run or manage your saved searches select **Saved Searches** under the search bar. This option will only be activated if you have at least one saved search.

- To run a saved search again simply select the name of the saved search you want to run.

- Selecting **Manage Saved Searches** will allow you to see what filters you used in your saved search or delete the saved search.

- To see what your filter criteria is, select the magnifying glass icon next to the search and then go to **Facet Filter Fields** tab. This will not include the free form search text you may have used.

- To delete a saved search, select the **Delete** icon, then **OK**, then **Done**.

Search job profiles and explore career paths

Explore potential career paths and prepare for future roles by searching job profiles in Workday. Compare general job summaries with related open job listings so that you know what to expect with a given position. See related Job Architecture: Job Structure and Profiles article to learn more about job profiles in Workday and how to search for job profiles.

Posting details

Job Description: Learn about the job duties, qualifications, and salary information.

Job Details: Location(s), job family, time type, supervisory organization, recruiter, hiring manager.

Employees: See the supervisory organization of the hiring manager.

View Similar Jobs: View a list of other posted job requisitions with the same job profile. If you have also filtered by location, the similar jobs will be based on both the job profile and location. Select the related actions icon next to the job title to get to a quick access view of the job requisition posting details and job description or select the job title hyperlink to be taken to the View Posting Details summary of that requisition.

Apply: To begin the application process, select the **Apply** button.

Refer: If the job requisition is posted externally, the **Refer** button will be visible to refer individuals to the job requisition. See the related Employee Referral Program article for additional information on how to refer a candidate for position at Wells Fargo.

Create Job Alert: To create a job alert with the same criteria as the job requisition, select **Create Job Alert**. The **Create Job Alert** from Job Posting page will appear. Name your alert, set the frequency of your alerts (daily or weekly), and validate or adjust the criteria for the alert.

Favorite jobs

To Favorite a job posting: On the **View Posting Details** page, select the **Related Actions** icon next to the posting title, select **Favorite** in the **Actions** menu, select **Add**, and then select **OK** on the Confirm page.

To find your Favorite job postings: Select your profile in **Workday Home** and then select **Favorites** from the drop-down list. This is a consolidated view of all your Workday Favorites, not just job postings.

To apply for a job in your Favorite Jobs list: Select the hyperlink of the job posting title. On the **View Posting Details** page, select **Apply**. The **Apply** or **Continue** (if you have a draft application) button will only appear if the job is still posted.

To delete jobs from your Favorites: Select **Manage Favorites** and select the "x" next to the job title that you wish to delete from your favorites. Then select **OK** at the bottom of the page.

Note: A job remains in your **Favorites** until you remove it.

Job alerts

Using the job alert function allows you to save your search criteria without reentering each filter and search term. A job agent automatically runs your search every evening, Monday through Friday. If the search finds any new jobs that meet your criteria, Workday sends you an email at your preferred frequency. The next time the agent searches for you, it checks for new jobs added since your last email but does not duplicate previously emailed jobs.

Set up job alerts

There are two ways to set up a job alert:

1. From an individual job posting, select the **Create Job Alert** button. The **Create Job Alert** button will display on a Job Posting page with values pre-populated based on the job posting. You can save the alert as is, or make any edits to the defaulted fields, including removing a filter selection to broaden the results.

2. From the Workday Career app, select **Create Job Alert**.

Create a name for your alert and set the frequency of alerts, selecting daily or weekly email alerts. Make selections in the filters to specify what types of job requisitions should trigger an alert. For each filter, you can type in the search bar or select the ellipsis button within the search bar to display the selection options for that field. When a selection has radio buttons, you can multi-select. For example, you can check one or multiple job families. Using multiple selections will narrow the search results to include the jobs that meet all filtered selections.

The filter selections are:

- **Full/Part-time**: Useful if you only want to review one or the other schedule types.

- **Hiring Manager**: Used to set up an alert for one specific manager. You can just type the manager's name in the search field and the system will display the potential matches for selection. You can select on the ellipsis next to their name to display their Worker profile and ensure you are selecting the right name.

- **Job Family**: Selecting the ellipsis icon will display a list of all the Wells Fargo job family names.

- **Job Profile**: Selecting the By Job Profile option will result in an error due to the volume of job profiles. You can either type in a known job profile name, or drill down using the By Job Family selection in this filter.

  o To find out more details about a job family or job profile, use the Find Job Profile report within the Talent and Performance app or by searching within the global search bar in Workday.

- **Job Type**: Select from Fixed Term, Flexible, Intern, and Regular job types. The other options in this filter do not apply to job requisitions posted in Workday.

- **Primary Location**: Identify jobs where the **primary** location aligns to your preferences. Enter a location name (for example: Charlotte, NC) and select either the broad label posting location of Charlotte, NC, or one or more specific corporate property sites. **Important**: If your location is listed as an **Additional Location** on a requisition, it will not appear in your alert results.

  o To view the street address of an individual corporate property location selection, select the **Related Actions** icon next to the location, then select **See in New Tab**. The **View Location** page will display, allowing you to select **Contact Information** to display the street address.

Create Job Alert

Search Results (14)

- CHARLOTTE, NC
- 142895-NC-PCG Charlotte, NC (Myers Park)
- 145293-NC-PCG Charlotte, NC (Ballantyne)
- 145657-NC-PCG Charlotte, NC (SouthPark)
- 900043-NC-TransCentra Inc: 6945 NORTHPARK BLVD SUITE L CHARLOTTE NC
- 900094-NC-Linden Thomas and Company: 516 N TRYON ST CHARLOTTE NC
- 900425-NC-FiNet Charlotte, NC - Bartee
- 900436-NC-FiNet Charlotte, NC - Calhoun
- 900825-NC-Shared Carrier POP: 908 N COLLEGE ST CHARLOTTE NC

Posting Location for all locations aligned to Charlotte, NC

Individual Corporate Properties location

- **Management Level**: Do not use this filter; It is nonfunctional at this time.
- **Organization**: Use this for job openings within a specific line of business or business group. You can either enter an organization name or the name of the leader of that organization. This can be at any level of the organization. Results will only populate for the selected organization and will not include any requisitions below that organization level. If you want receive job alerts from all levels of an organization, you will need to select each level of an organization.
- **Skills**: Do not use this filter; the skills will be built out in at a future date.

Select **OK** when you're done making your selections to save your Job Alert and start receiving email notifications.

You can set up multiple job alerts if you have search criteria that you want to be sent to you separately. To be alerted for a specific job profile or a specific location, you will need to set up two job alerts.

Create Job Alert

Name Your Job Alert *	
Frequency *	☰
Full/Part-time	☰
Hiring Manager	☰
Job Family	☰
Job Profiles	☰
Job Type	☰
Primary Location	☰
Management Levels	☰
Organization	☰
Skills	☰

OK | Cancel

Job Alert notification

You will receive the job alerts in your email box from Wells Fargo Careers with the wf@myworkday.com email address. The email will contain direct hyperlinks to the individual job details. To view the job details, select the job title hyperlink.

Stopping or making changes to existing Job Alerts

To edit or stop receiving job alert notifications, access the Career app, select Manage Job Alerts, and then select the down arrow next to Manage on the alert you want to modify. Select Edit to make changes, including canceling the alert.

Applying for jobs

Apply for a job

To apply for a job, select the **Apply** button from the **View Posting Details** page.

There are three sections of an internal application:

1. **Talent Profile:** The internal application automatically pulls the information from your employee Talent Profile. It is important to make any updates to your profile before you apply. Select the **Go to your profile** button. This will take you to your main Workday profile. Select the **Career** option. The application will utilize the following sections only: **Job History**, **Education**, **Certifications**, **Languages,** and **Skills**. On the **Interests** tab of the **Career** section of your profile, you can optionally indicate your willingness and ability to relocate or travel. This information will not become part of your application. Open this page in a new tab to make the process easier. Once you've made changes, refresh the application page and select **Apply** again. **Any changes you make to your Talent Profile after you submit an application will only be applied to future applications. They will not update previous applications.**

2. **Resume/Cover Letter:** You are also encouraged to attach a resume with a job application. Drop a file(s) or select the **Select files** button.

- Upload any resume stored or accessible from your computer or mobile device. Options for the source of your resume will depend on the storage capabilities of your device. Mobile users can select a resume using their mobile's internet browser from cloud storage if the device has mobile applications such as Microsoft OneDrive.
- The acceptable file formats for uploaded resumes are: DOC, DOCX, PDF, RTF, and TXT. The file size should not exceed 1 MB.
- A message will display indicating that the upload was successful.
- Upload up to 5 separate documents for that individual application.
- When attaching a resume or cover letter, a comment box appears if you would like to provide more details on the attachment (ex. Zara Smith Resume as of July 2022). This is not a required field.
- Note: If using the Workday app on your mobile device to upload a resume, the only upload option is a picture of your resume from your **Camera** or photo **Gallery**. It is recommended that you apply from a device that you can upload the actual attachment.

3. **Questionnaire:** When you apply for a job, you are required to answer all the listed questions. Depending on your responses to the questions, you may be asked for more details. Complete your answers as requested.

- Select **Submit** when ready to submit your application.

Save for later

Save an in-progress application at any time by selecting **Save for Later**. Once saved, Workday sends an inbox notification for **Revise Internal Application**. You are only able to submit an application while the job requisition is posted.
Note: Save the job posting as a **Favorite** to easily find it later.

If you decide you do not wish to apply for the job, go to the **Revise Internal Application** task in your Workday inbox, select the gear icon found at the top of the task and select **Delete Incomplete**. Then select **OK** to delete the task.

After you apply

After you submit your application, Workday sends a notification that your application has been received. To access your notifications, select the bell icon in the upper-right corner of Workday Home. **This notification is not an offer of employment.**

Important: To keep the hiring process fair and equitable for all candidates, recruiters are not able to answer inquiries on applications during the ongoing candidate review and selection process. You will receive an email informing you of your application status and if you are chosen to move on to the next stage in the candidacy process.

View submitted applications

You can also access your previous applications from the Career app, select **My Applications**. This view provides the date of your application, your current status, a link to the job posting details, the hiring manager and recruiter information.

To see your submitted application and supporting documents (such as a resume) you may:

- Select the details in the notification you received after applying or,

- Access your submitted application through the Archive tab of your Workday Inbox. **The application is read-only and no longer editable.**

If you submitted your application longer than 30 days prior or you are having problems finding the application row:

1. Select the drop-down arrow next to the Sort by field, then select **View More Processes**.
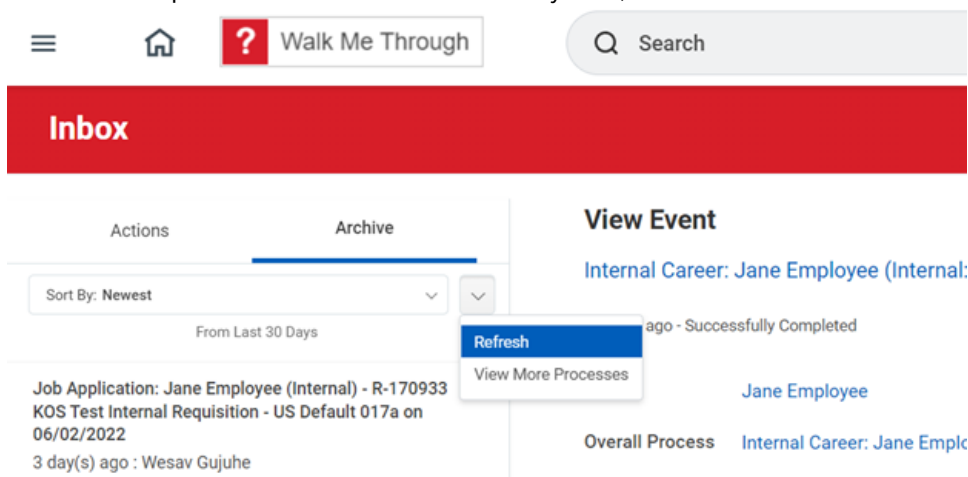
2. Select a date range for the application. Tip: It's helpful if you know the date of the application(s). You can access date of applications by **My Applications** in the Workday Career App. Narrowing the date range allows you to limit the number of items that are returned in the results of the search. Results are populated for applications based on the date range selected.

3. Select the inbox item associated with the application you wish to review. Access the posting details by selecting the hyperlink of the **Job Title** even after the job requisition is no longer posted. **View your application details** is not available from this page. In-progress (draft) applications are not located from this view.

4. Once selected, view your application details including the resume attachment(s) you included with that application.

   o Access the contents of the resume attachment(s) by selecting the attachment name. From the attachment view, download a PDF by selecting the down arrow in the upper-right corner of the screen or print the attachment.

   o To view the job description, select the right-facing arrow next to **Job Details**. See the complete job posting details by selecting the hyperlink of the job posting title from this view. This information will be available even after the job requisition is no longer posted.

   Note: If you are reconsidering your candidacy for this position and would like to withdraw, refer to the Withdraw an application section below.

View in-progress or draft applications

There are two options for completing an application that you saved for later if job requisition is still posted:

- Navigate to your **Workday Inbox** and locate the notification associated with the job requisition. Select the **Revise Internal Application** task, finalize your application, and select **Submit**. If the job requisition is no longer posted, an error message will display after selecting Submit. You may also see an error message stating that "The entered information does not meet the restrictions defined for this field." This happens if the job posting has been updated since you saved your draft application. If this happens, you need to withdraw your draft application and submit a new application. To withdraw your draft application, select the gear icon in the upper right corner of the **Revise Internal Application** page, select **Delete Incomplete**, then **OK**, then **Done**. Search for the job requisition in **Find Jobs** and select **Apply** to submit a new application.

- Locate the job posting through **Find Jobs** or your **Favorites** menu if added as a favorite. Select the hyperlink of the job posting title to select the **View Postings Details** page. If the job requisition is still posted, select **Continue** to finish your in-progress application.

Withdraw an application

If you are no longer interested in a job you have applied for, you may remove your application from consideration.

Important: Once you have withdrawn your application, you are unable to reapply to that job opening.

To withdraw:

1. Go to the **Career** app, then select **Withdraw Application** from the **Actions** menu.
2. On the **Select Job Applications to Withdraw** page, select the job requisition you wish to withdraw from and select **OK**.
3. The **Confirm Selection** page will display. Select the **Confirm** box and then **OK**.
4. On the **My Applications** page, the job application will appear with a **Candidate Stage** of **Candidate Withdrew**.

Job screening

Wells Fargo requires job screening assessments for a small number of job types to determine whether applicants have the appropriate skills, abilities, and other characteristics important for success in the role. Job screening assessments are hosted by other companies on behalf of Wells Fargo.

If you apply for a job that requires an assessment, you must follow the prompts and instructions provided in the related assessment emails. Even if you have applied to a similar job previously, it is important that you follow the directions provided for the individual job you are applying to at that time.

Only the recruiting and hiring teams for the jobs to which you applied to will see your assessment outcomes.

- An assessment outcome is valid for generally six months.
- You cannot re-apply to the same job opening to re-take the assessment.
- Apply to different job openings, even with the same job code and title. However, any job opening that has the same assessment will use the existing outcome for generally six months.
- Apply to other jobs, either non-assessed jobs or jobs that use a different assessment.