



Jobs in Workday



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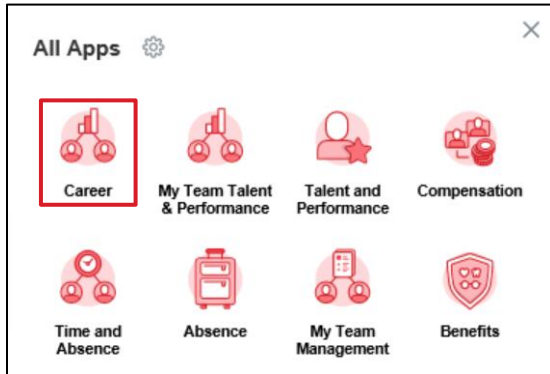
Searching and applying for open roles in Workday

This section provides employees step-by-step instructions on how to search for and apply to open roles using Workday.

Step-by-step guidance

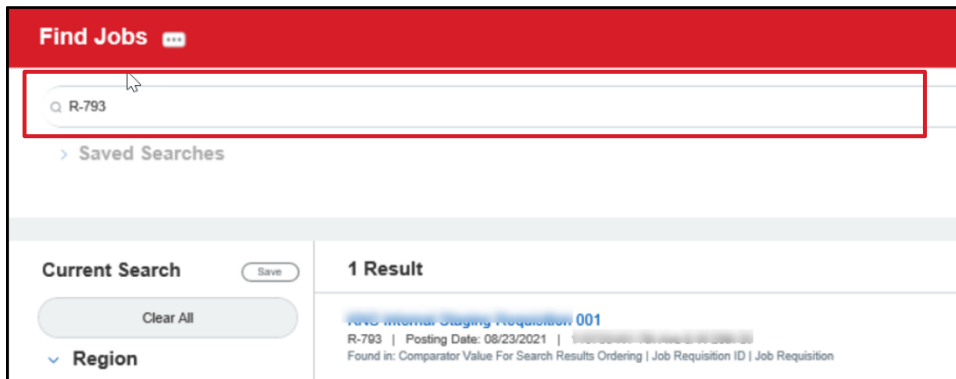
A. How to find and apply for open jobs

1. Select **View All Apps** on the Workday homepage, and then select the **Career** app. Alternatively, you can search for **Find Jobs** in the search bar on the Workday homepage.

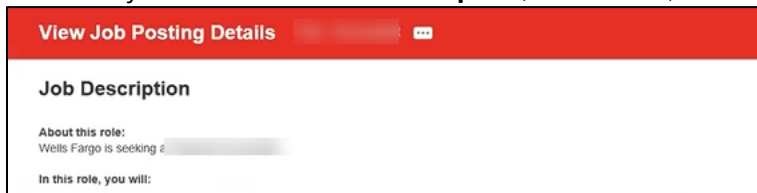


2. Select **Find Jobs** and use the search bar to find the requisition based on keywords, job title, or the requisition number. If using the requisition number, you must include the full value, for example, R-451. You can also use the filter criteria on the left-hand side to narrow down your search by **Location**, **Job Family**, or **Employee Type**.

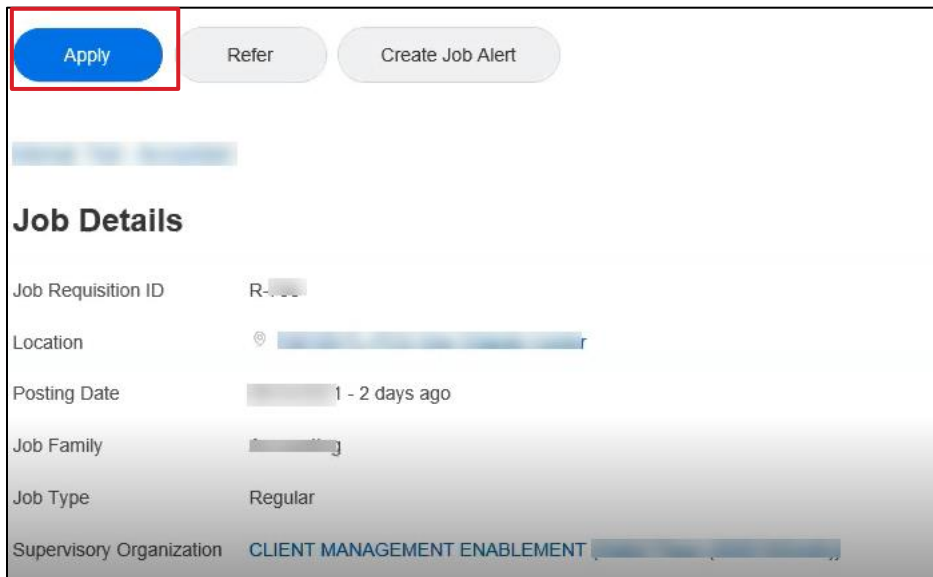
Note: The search filters will order the criteria based on the volume of related requisitions and not alphabetical order. You can always select **More** to view additional criteria.



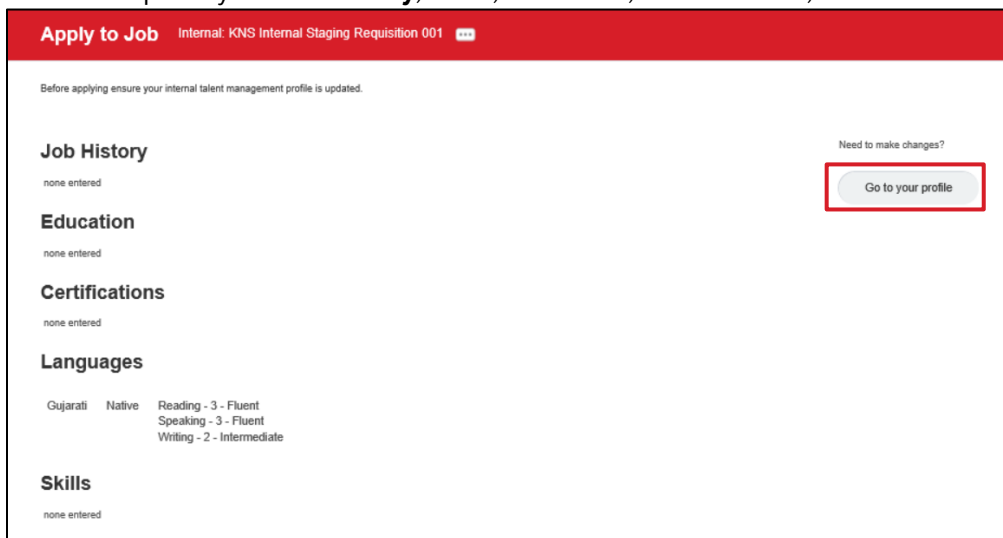
3. Select the job to review the **Job Description**, **Job Details**, and other related information.



- Select the **Apply** button in the top left of the page. Your application will populate based on the information in your **Profile**.



- If you have yet to populate your **Profile** or if any edits are required, select **Go To Your Profile** on the right-hand side of the page. You will be taken to your **Profile** where you can make edits. In the **Profile**, select the **Career** section to update your **Job History, Skills, Education, Certifications,** and more.



- You have the option to attach your resume or cover letter under the **Resume / Cover Letter** section. 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 October 2021). This is not a required field.
- Complete the **Internal Questionnaire**. All questions are required in order to apply to an internal job requisition. The questionnaire must be completed every time you apply for a job.
- Select **Submit** to apply for this job or **Save for Later** to save progress and return later to submit.

Note: **Save for Later** can be used at any point when submitting an internal job application. Job applications that have been saved can be found by navigating to your Workday **Inbox** and select the **Internal Career: Revise Internal Application** task.

9. If you wish to withdraw your submitted application, select the **Careers** app on the Workday homepage. Then select **Withdraw Application**.

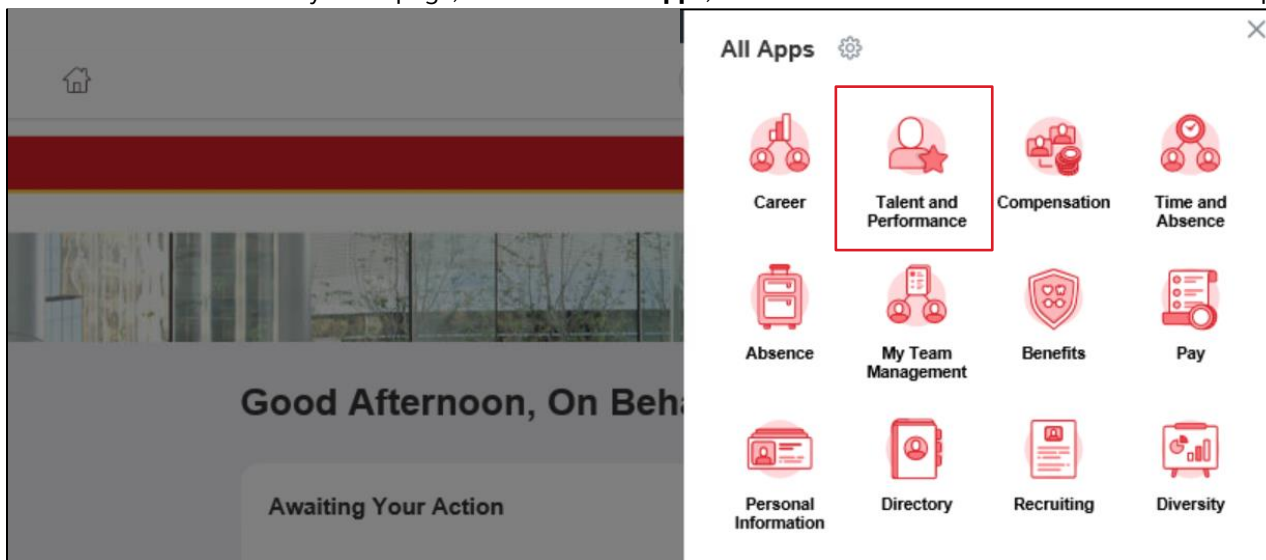
Searching for job profiles in Workday

This section provides instructions on how employees can locate job profile descriptions which include job duties and qualifications along with other information in Workday.

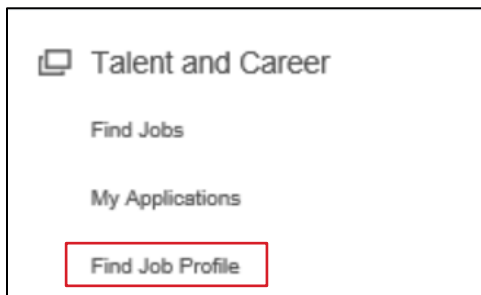
Step-by-step guidance

How to search for job profiles and overview of the associated attributes

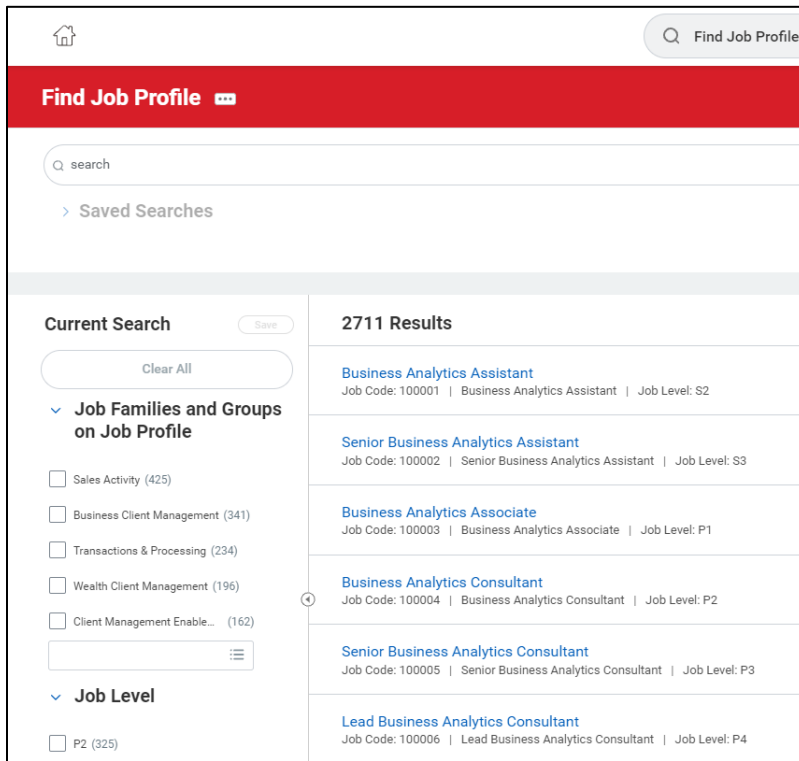
1. From the Workday homepage, select **View All Apps**, and then select the **Talent and Performance** app.



2. Select **Find Job Profile** under the **Talent and Career** section.



3. On the **Find Job Profile** page, you can search for the job profile using various attributes including **Job Families and Group on Job Profile**, **Job Level**, and **Job Family**. The attributes can be used as follows:
 - **Job Families and Group on Job Profile:** A broad group of multiple job families focused on the same core functions. Some jobs may differ in the work performed or customer served.
 - **Job Level:** The placement of the job profile in the job level framework, represented by a role type and number. For example, S = Support, P = Professional, and M = Manager.
 - **Job Family:** A group of jobs that are similar in the type of work performed or customer served.
4. Select the title of your chosen profile to launch the **Job Profile** page.



5. The job profile page opens. Select the **Overview**, **Qualifications**, and **Pay** tabs to find the information.

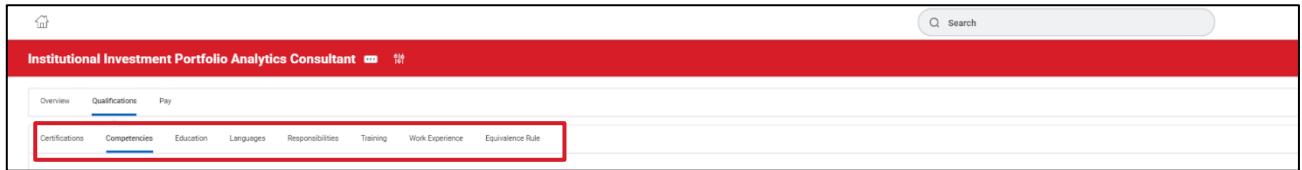
On the **Overview** tab, the following sub-tabs are available:

- **Overview:** Provides an overview of the job profile and displays by default.
- **Characteristics:** Provides more information about the job, such as difficulty to fill.
- **Compensation:** Provides more information about compensation grade associated with the job profile. Specific, location-based pay ranges will not be displayed anywhere on the job profile.



6. On the **Qualifications** tab, the following sub-tabs are available with additional information on the job profile: **Certifications**, **Competencies**, **Education**, **Languages**, **Responsibilities**, **Training**, **Work Experience**, and **Equivalence Rule**.

Note: Access HR Services & Support for information related to these sections, including details for the associated competencies.



7. On the **Pay** tab, the following sub-tabs are available: **Pay Rate Type**, **Job Exempt**, and **Workers' Compensation Code**. The fields represent the following information:
- **Pay Rate Type:** Refers to whether the pay for this job profile will be hourly or salary.
 - **Job Exempt:** Refers to whether the job profile is exempt or not.

