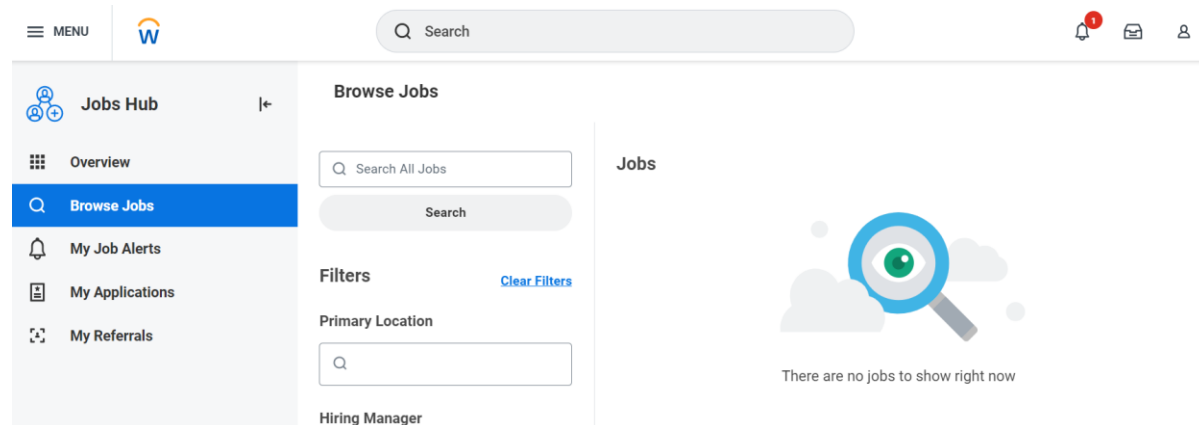


# Apply for Internal Positions

Employee job search – find and apply for internal jobs.

## Find Jobs

You can find internal postings for jobs in the **Jobs Hub** application on your home page or menu. The Jobs Hub application is the internal career site where employees search and apply for jobs. Under **Browse Jobs**, you can use the search field to narrow your search. Select a job to view its description.



## Apply for a Job

Once you have found an internal job you want to apply for, you can apply directly through Workday.

From the job posting:

1. Select the **Apply** button.
2. Fill in the corresponding information.
3. In the Resume/Cover Letter section, select the **Select files** button or drag and drop files in the designated area to attach them to your application.
4. Select answers for any Internal Candidate Questionnaire.
5. Select **Save for Later** if you would like to complete your application later or select **Submit** to submit your application.



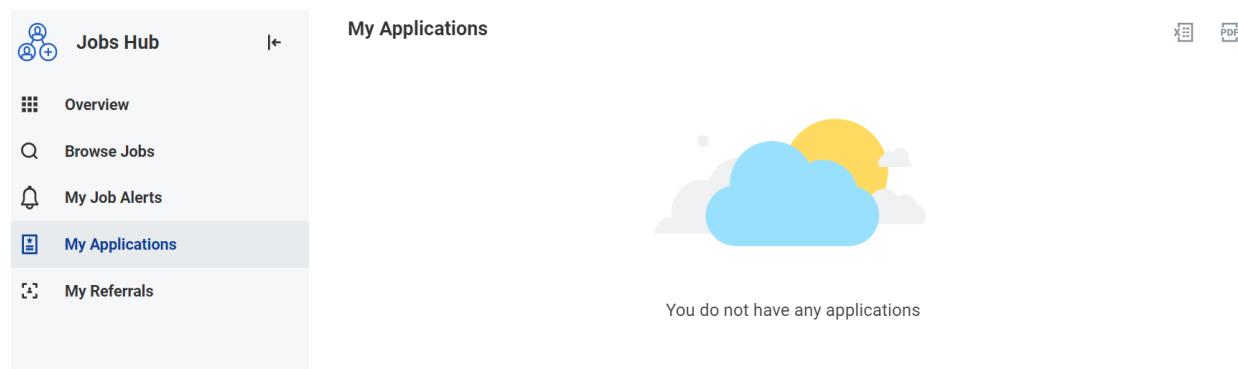
**Note:** If information was pulled from your Worker Profile, then any additional edits you make to your Worker Profile following the submission of your application will not reflect on your application. Your application only includes the information and attachments present at the time of submission. The recruiter can modify profile details and attachments on the application.

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## View My Applications

You can access My Applications from the Jobs Hub application. From here, you can view the date you applied for the position, your stage in the process, and additional information regarding the position.



## Create Job Alerts

This feature enables internal workers to create job alerts to notify them of job openings that they are interested in. Individuals can create criteria for these alerts, so they receive notifications when new jobs meeting the specified criteria are posted. These notifications reduce time spent manually searching for opportunities and help companies more easily fill positions with internal candidates.

When workers create job alerts, they set their alert frequency preference to daily or weekly. Workday notifies internal candidates by email and also delivers a Workday notification to their Inbox. If the worker has the Workday mobile app installed, they can also receive push notifications.

1. Search for and select the **Create Job Alert** task.
2. A Create Job Alert card opens on the page. Fill in the criteria you want job opportunities to be filtered through.

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3. Select **OK**.

## Manage Job Alerts

Workers can edit or delete job alerts when they want to make a change to job filters or remove a job alert altogether.

1. Navigate to the **Manage Job Alerts** report by searching in the search box.
2. Locate the job alert that you want to edit. From the Actions column, select the **Manage** pull-down menu.
3. Select either **Edit** or **Delete**. If editing, select **OK** once you have made your changes. If deleting, select **OK** to confirm that you no longer wish to receive notifications.

My Job Alerts	Filters	Frequency	Actions
New York Opportunities	New York	Weekly	Manage
San Fran Jobs	San Francisco	Daily	Edit Delete

## Access Job Alerts

Workers can access job alerts by reviewing their email or Workday notifications. They can also navigate back to the job posting from the **Jobs Hub** application.