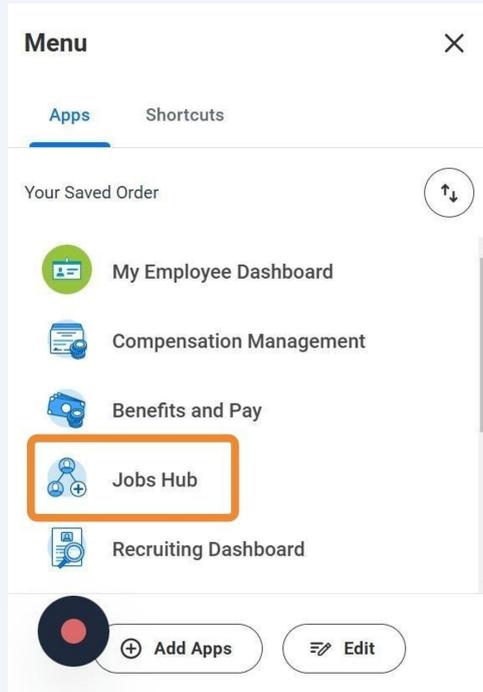


Workday-Apply to Internal Job

As a current employee of the company, here are the steps to search & apply for Jobs using the Workday Jobs Hub

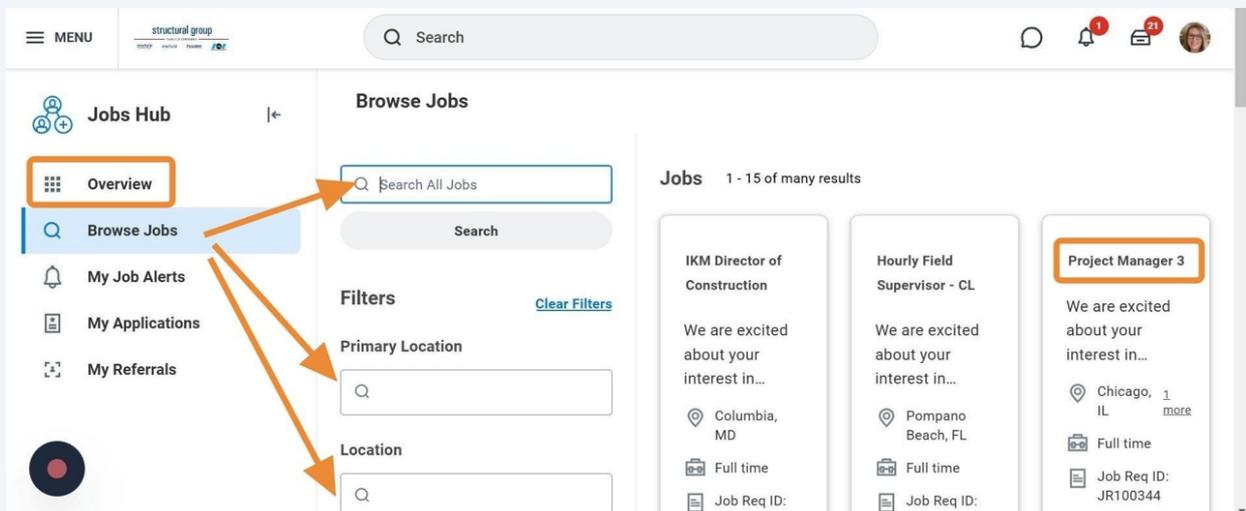
1

From your Home Page, click on the Menu on the left-hand side of the screen, and select Jobs Hub



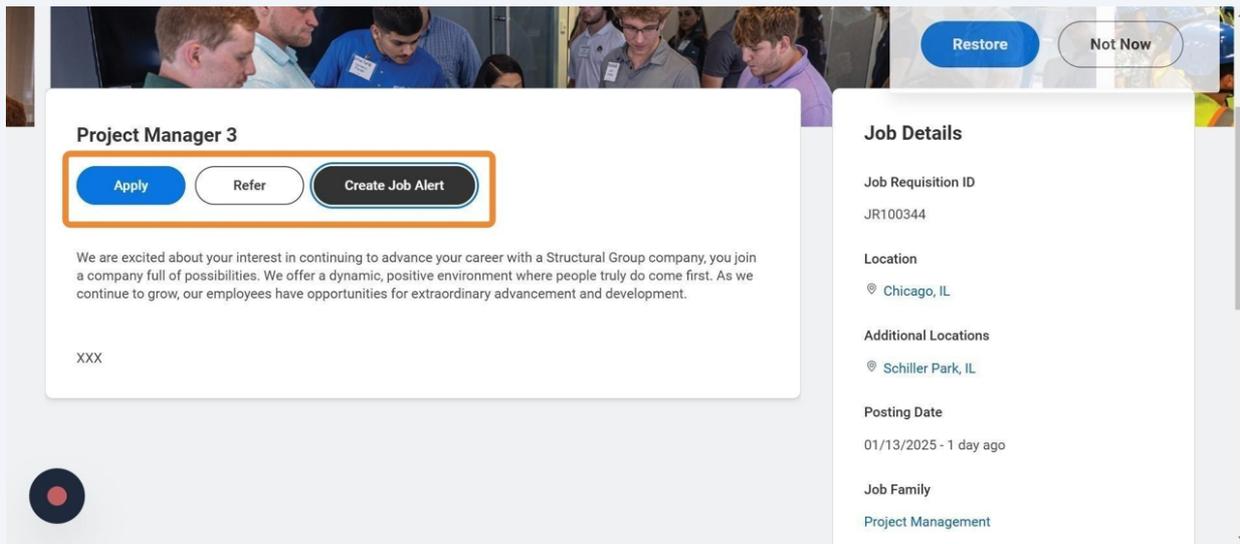
2

The Overview tab includes Recently Added Jobs and your Recent Applications. Click on Browse Jobs tab to use the Search bar or other Filters to narrow your search results. In this example, we will select Project Manager 3.

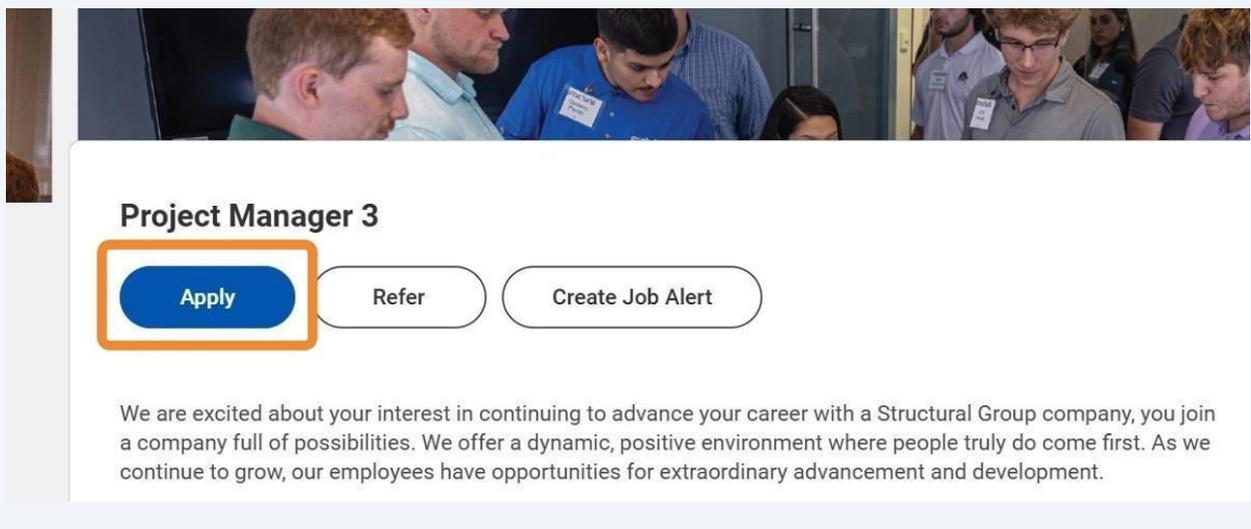


3 After you click on the Job, you can take action the following ways:

1. **Apply:** Since you are logged in to your Workday account already, you can apply for this job internally.
2. **Refer:** You can refer an external candidate to this job by following the steps in the process.
3. **Create Job Alert:** You can stay informed about this job or similar jobs that become available that match your saved criteria.



4 Upon clicking Apply, -----



5 Populate the fields on the Internal Application

Education

Country	*	<input type="text" value="United States of America"/>	
School	*	<input type="text" value="Salisbury University"/>	
If you can't find the School, check this box and enter it manually		<input type="checkbox"/>	
Degree		<input type="text" value="BS"/>	
Degree Received		<input type="text" value="Yes"/>	

Submit

Save for Later

Cancel

6 Click Select Files to add your resume for consideration. **You must upload a copy of your resume in order to submit the Internal application.** After you attach the resume, you will then be required to answer 3 questions before Submitting your Internal application.

Resume / Cover Letter

Drop files here

or

Select files

Submit

Save for Later

Cancel

7

Example of Internal Application Questions that are required. These 3 questions are universal for all positions. Click submit to complete the application.

Once you have clicked the Submit button, a notification email will be sent to the Recruiter informing them of the Internal application.

Internal Candidate Application Questionnaire

Is your manager aware that you are applying to this internal role?
(Required)

Yes
 No

Have you been in your current role for at least 6 months?
(Required)

Yes
 No

Is your performance in good standing?
(Required)

Yes
 No

[Submit](#) [Save for Later](#) [Cancel](#)

8

This is the final step of the Internal Application Process.

Click "View Application" to review your application. Click "Withdraw Application" to remove your internal application for the position.

Project Manager 3

[View Application](#) [Withdraw Application](#) [Refer](#) [Create Job Alert](#)

Applied 01/14/2025, 12:21 PM

We are excited about your interest in continuing to advance your career with a Structural Group company, you join a company full of possibilities. We offer a dynamic, positive environment where people truly do come first. As we continue to grow, our employees have opportunities for extraordinary advancement and development.