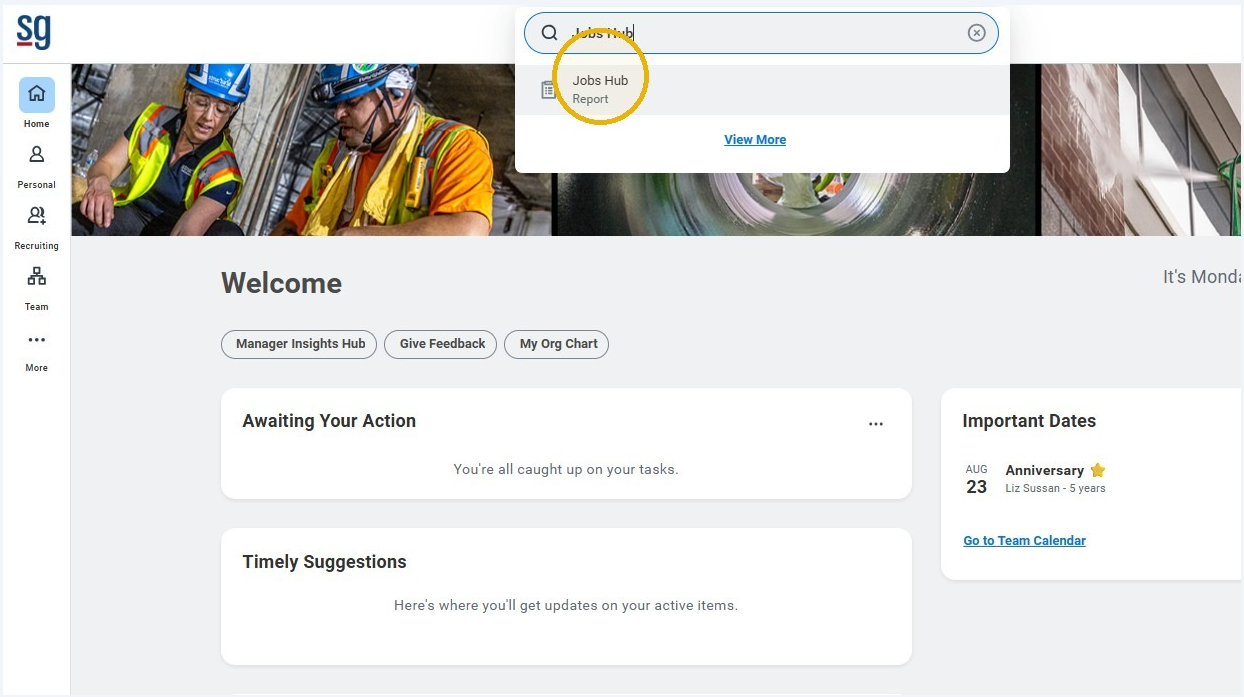
How to Apply to a Position Internally

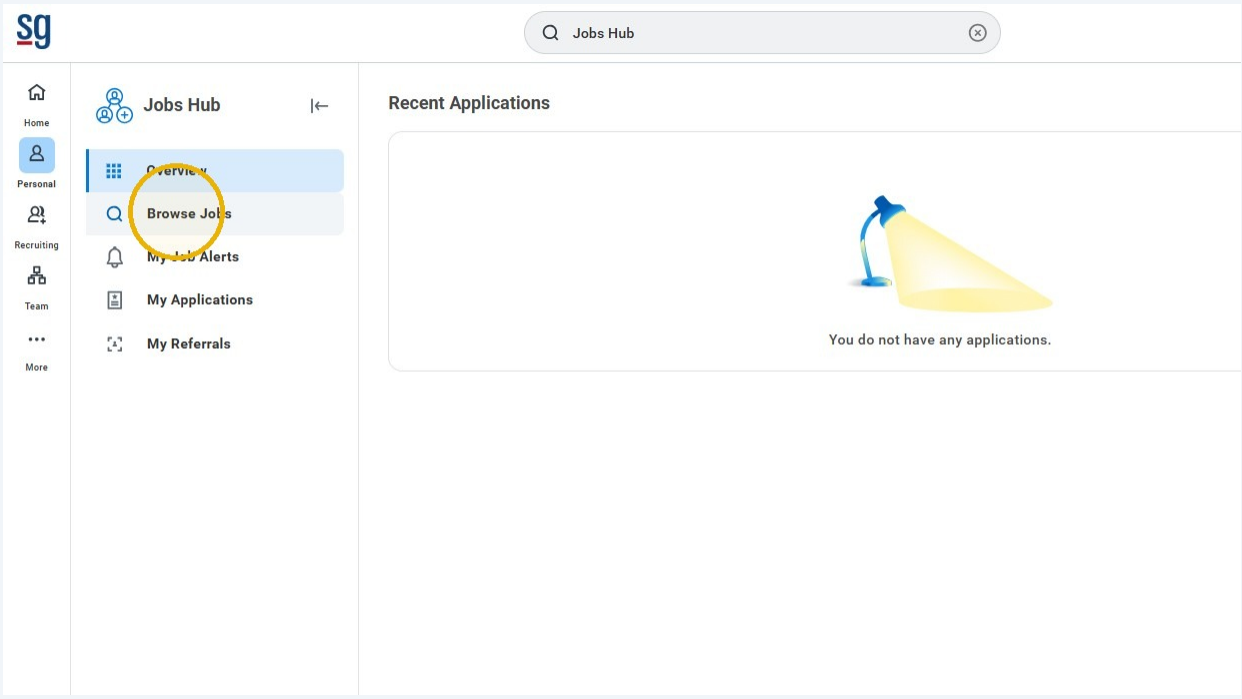
Learn how to navigate the Workday platform to find and apply for specific job openings. This guide walks you through the search process to ensure you can quickly locate and submit your application for roles through the Company.

Open Jobs Hub

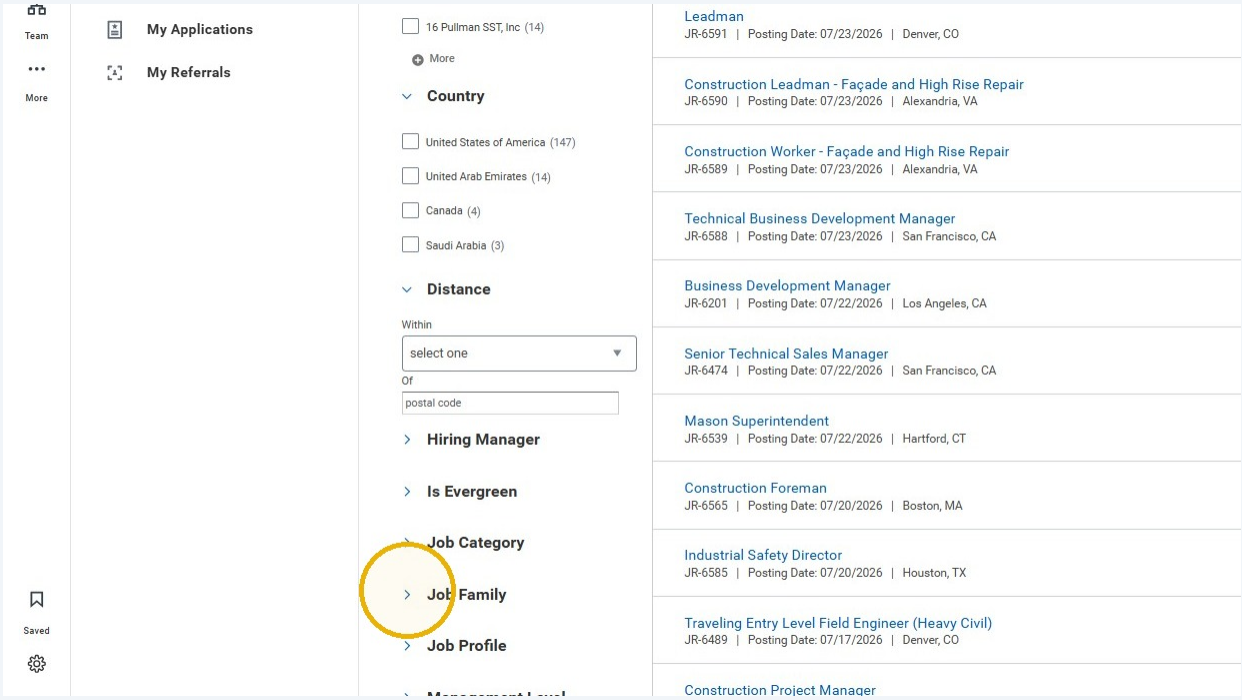
1 Navigate to Workday and in the Search bar type: Jobs Hub



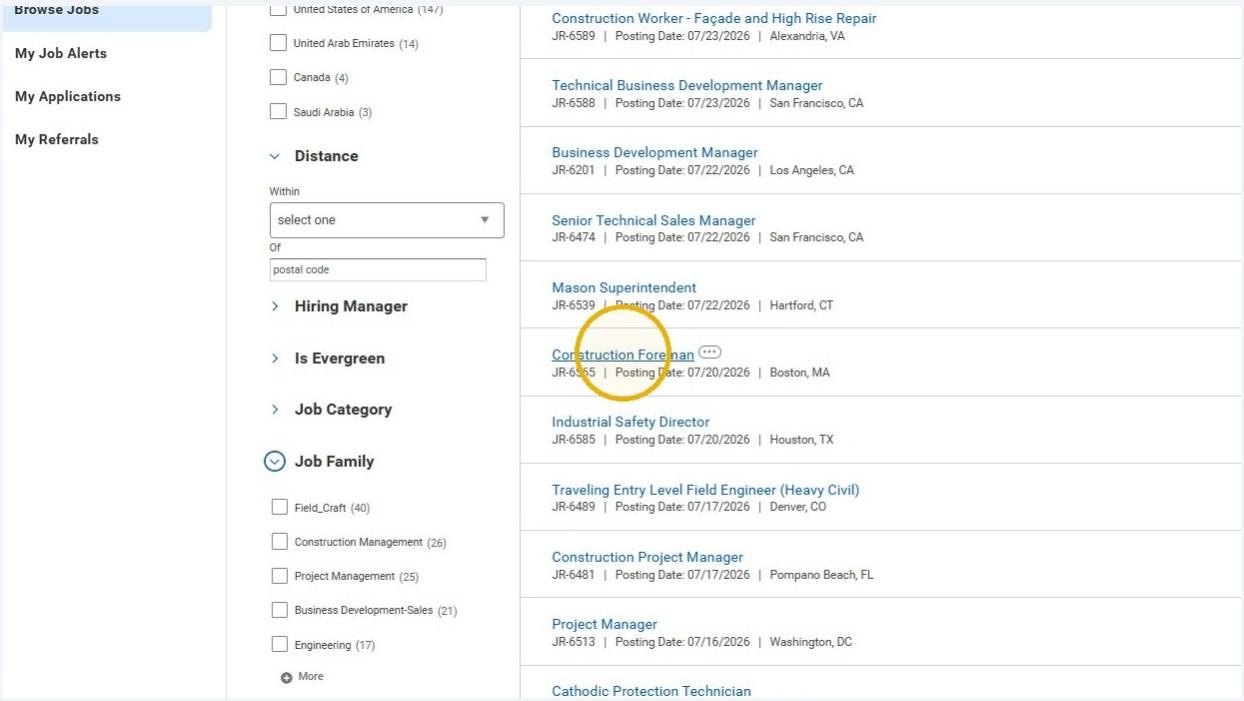
2 Click "Browse Jobs"



3 You will have the ability to search and filter based on Location, Business, Hiring Manager and even Job Family.



4 If you find a position that interests you, click on the Job Title



5 Click "Apply". This tab will open up the internal job application.

