



Apply to Internal Career Opportunities



The Apply to Internal Career Opportunities tip sheet is for all employees.

Viewing Open Job Opportunities

1. Select the Workday **Menu > Career**.
2. In the View section, select **Find Jobs - CHES**. All internal job postings display.
3. Use the criteria on the left panel to filter the job by School, Management Level, or Full/Part-time.

Job Application Process

1. From the Find Jobs page, select the role you are interested in applying to. Job Details display.
2. Select **Apply** to start the application process.
3. Review your personal information.
4. Select **Go to your profile** to make changes to your Job History directly in Workday. Once completed, select the browser's back button to return to your application or search for the job again to complete your application with the newly entered information.
5. You will not be able to make any changes to Education within Workday. Please reach out to HR if a correction is needed and include corrected information with your uploaded resume.
6. Certifications, Language, and Skills will not be housed within Workday. If there is information related to these areas that you would like highlighted, please include them within an uploaded resume.
7. Upload a copy of your resume and cover letter.
8. Answer the Candidate Questionnaire.
9. Select **Submit**.

What's Next?

After you have submitted your application, you will be added to the pool of candidates for this position. A hiring manager is assigned to each open opportunity and is responsible for vetting candidates and scheduling interviews.