



# Apply to Internal Career Opportunities



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

## The Jobs Hub Application

Beginning on the Workday home page, locate **Your Top Apps**. Select [View All Apps > Jobs Hub](#).

**NOTE:** To add an app to your Workday Menu, select [Add Apps](#), search for the app by typing its name, and selecting the plus sign.

### Overview

1. The Overview page shows **Recently Added Jobs**. Select the [Arrow button](#) on the right [>](#) to view job listings on the next page.
2. Scroll down the page to view **Recent Applications**.

### Browse Jobs

1. Select **Browse Jobs** to see available jobs at all CHES colleges. Select the [Arrow button >](#) to view job listings on the next page.
2. Enter search keywords or a job title into the Search box below **Browse Jobs** and select [Search](#).
3. To filter jobs, select any of the filtering options on the page. Select [Clear Filters](#) to view all jobs.
4. To apply for a job from this page:
  - a. Select a job you are interested in.
  - b. Review the Compensation and other details of the job in the **Job Posting Details** window by selecting the [View Job](#) link.
  - c. Select [Apply](#) to apply for the job. Workday will auto populate your contact information based on your Workday profile.
  - d. Add your **Experience, Education, Certifications, Language, and Skills** to the application. Click [Add](#) to enter relevant items.
  - e. Click [Remove](#) to delete previously added information.
  - f. When the information has been added, Workday will offer to **Replace the Skills Information** in your profile and auto populate future applications based on the profile on your applications.
  - g. Upload your resume/CV, cover letter, and any other relevant documents.
  - h. Scroll down and make sure to answer the questionnaire.

- i. Click **Submit** or **Save for Later** to save a draft of your application to be reviewed and/or submitted later.
- j. You can find **Save for Later** applications in **My Tasks** on the top-right corner of the Workday home page.
- k. To check for notifications on your submitted application(s), select the **Bell icon** on the top-right corner of Workday home page.

## My Applications

Select the **My Applications** page to see all active and inactive job applications, and allows users to view relevant information, take action, and complete tasks. Applications are separated by stats, e.g., draft, submitted applications, and inactive applications.

1. An employee can either proceed or remove applications found under the **Draft** status.
2. Applications that have been **submitted** can be **viewed** or **withdrawn**.
3. Applications that have been **withdrawn**, **rejected**, or labelled **ready for hire**, appear under the **Inactive** tab.
4. For applications that require an action from the employee, a task is assigned, which can be viewed under the **My Tasks** column of the **draft** or **submitted applications** table.

## My Referrals

Select **Refer a Candidate** on the **My Referrals** page to refer a candidate for available CHESS jobs.