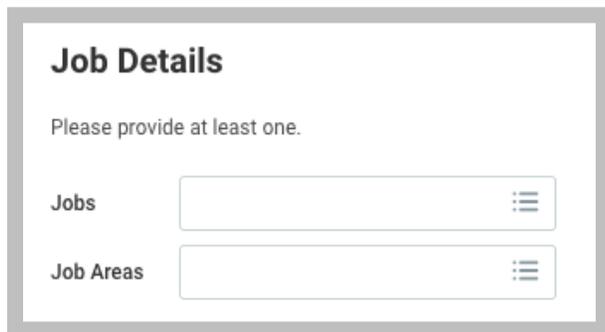


REFER A CANDIDATE

Workday allows you to refer and track candidates directly through the system.

From the Career application:

1. Click **Refer a Candidate** under Actions.
2. Enter the candidate's First Name and Last Name.
3. Enter a Contact Email and/or Phone Number.
4. Select Jobs or Job Areas in the Job Details section to search for open jobs. Click the prompt  icon to browse or enter a job requisition number or keyword to search.



5. Add additional information or attachments that would be helpful for the recruiters and hiring Managers in the sections provided.
6. Select the **Candidate agrees to being referred** checkbox.
7. Click **Submit**, then **Done**.

VIEW MY REFERRALS

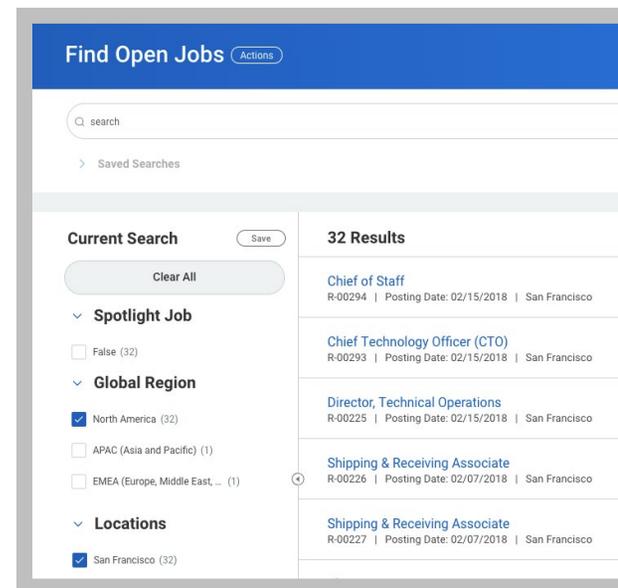
From the Career application, click **My Referrals** under View. Here, you can view the candidate's name, the specific position you referred them for, the stage in the recruiting process, personal notes entered, and other submission details.

FIND AND APPLY FOR JOBS

FIND JOBS

From the Career application:

1. Click **Find Open Jobs** under View. Find Open Jobs is the internal career site where employees search and apply for jobs.
2. View open positions on the page or use filters on the left to narrow your search. You can also enter keywords in the search field to find relevant positions.





Important: You can click Clear All to clear the filters applied.

3. Click the open position you are interested in to view the job description.

APPLY FOR A JOB

Once you have found a job you want to apply for using the previous task, you can apply directly through your Workday account.

1. Click the **Apply** button.
2. Click **Go to Your Profile** and make any updates you would like included in this Job Application. You will then need to navigate back to the job posting and click **Apply** again.
3. Click the **Select files** button in the Resume/Cover Letter section or drag and drop files in the designated area to attach them to your application.
4. Click **Save for Later** if you would like to complete your application later or click **Submit** to send your application.



Note: Any additional edits made to your Worker Profile following the submission of your application will not be reflected on your application. Only the information and attachments present at the time of submission are included. The recruiter can modify profile details and attachments on the application.

VIEW MY APPLICATIONS

From the Career application, click **My Applications** under View. From here, you can see the date you applied for the position, the Candidate Stage you are in, and additional information about the position you applied for.

My Applications Actions		
1 item		
Date Applied	Candidate Stage	Job Title
08/13/2018	Review	Internal: Shipping & Receiving Associate