Recruiting: Apply for a Job

Employee

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Transform your workday

The *Career* worklet, an icon found on your Workday *Home* page, allows current faculty, staff, and temporary employees to find University jobs that are posted, apply online through Workday, and track the status of applications you submitted.

Note (1): Student employees apply for University jobs via the Careers website: miami.edu/careers.

This document will walk you through the steps to Apply for a Job and View My Applications using the *Career* worklet.

Apply for a Job

Note (2): This process must be followed to apply successfully for a position.

Before You Begin

1. Have your CV/Resume and additional documents (e.g. cover letter, work samples) in an electronic format (e.g. PDF, Word), ready to attach to your application

Apply for a Job

2. Log into Workday: workday.miami.edu
3. From the Workday *Home* page, click the **Career** worklet
4. Under *View*, click **Find Internal Jobs**
5. Filter job postings by doing one of the following:
   - In the *Filter By* field, type a keyword (e.g. Radiology, Economics) and press **Enter** on the keyboard, **and/or**
   - Click > to expand a desired section and then check one or more boxes within that section:
     - Full/Part-time
     - Hiring Manager
     - Job Category
     - Job Family
     - Job Profiles
     - Organization
     - Primary Location
     - Skills
     - Worker Type
6. Click on a job posting title
7. Review the *Job Description* and *Job Details*
8. (Optional) Scroll down to view similar job openings on the right-hand side of the screen
9. Click **Apply**

Note (3): You may only apply for one position at a time.

10. Review the on-screen instructions
11. **(Required)** To complete your application:
    - Under *Resume/Cover Letter*, click **Select files**
    - Select the document from your computer and click **Open**
    - **(Recommended)** Enter a *Comment* to describe your attachment (e.g. CV, resume, cover letter)
    - To attach additional documents, click **Upload** and repeat step 11 as needed
12. **(Required)** If applying for a staff position:
    - In the *Staff Internal – Primary* section, select/enter a response to **each** question
    - If prompted with additional fields, follow the on-screen instructions to enter additional details for **each** additional field
13. Scroll down
14. (Optional) Enter a comment in the *Comment* field
15. Click **Submit**
16. Click **Done**

View My Applications

The ***My Job Applications*** report displays a list of all jobs you applied to and includes: *Date Applied*, *Candidate Recruiting Status*, *Job Title*, *Job Requisition* number, *Supervisory Organization*, *Hiring Manager*, *Location*, and *Recruiter*. You may view the status of your application(s) by following these steps:

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Transform your **workday**

1. Log into Workday: workday.miami.edu
2. Click the **Career** worklet
3. Under *View*, click **My Applications**
4. Locate your desired application and take note of the *Candidate Recruiting Status* column