

## Search for Jobs and Apply: Internal Candidate

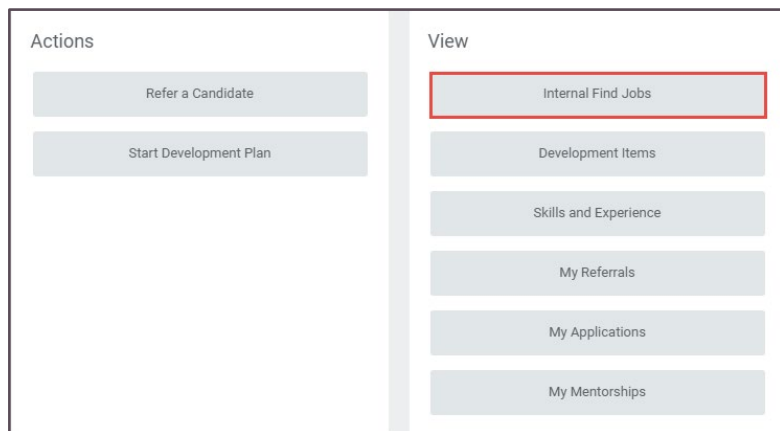
This guide will walk you through how to find jobs, apply for, and track progress for internal opportunities you applied for.

As a current state employee, you are considered an internal candidate and will use Workday to apply for job opportunities. As an internal candidate you can use Workday to leverage your worker profile summary to find and apply for jobs. Also, as an internal candidate, your application will auto populate with your worker profile summary and allow you to attach a resume and/or cover letter.

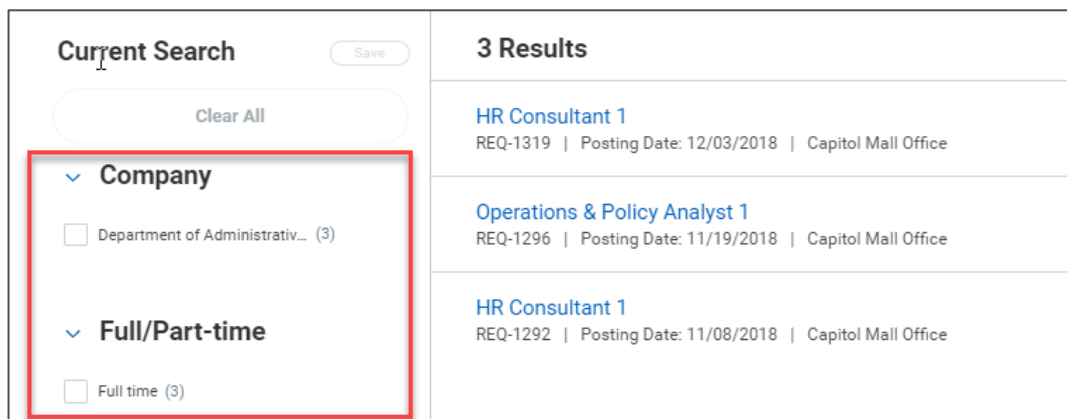
Step 1: On the *Home* page, click **Career** worklet.



Step 2: Under **View**, click on **Internal Find Jobs**.



Step 3: Select **Filters** on left side to specify desired open requisitions.





**Note:** For each item you filter search through, the screen will refresh to begin narrowing down the results. You will also notice under the *Current Search* section, you will now have an option to *Save*.

If you plan on using the same search criteria again, simply click on **Save** and **Name** your search. Scrolling down on this screen, you will see a section titled **Similar Jobs**. These are jobs that are similar to the search results.

**Step 4:** Click on the job posting to view details. If you find an opportunity you would like to apply for, click on **Apply**.

The screenshot shows a job posting page with the following details:

- Job Description:**
  - Initial Posting Date: 04/23/2018
  - Application Deadline: 04/30/2018
  - Agency: Department of Human Services
  - Salary Range: 4,320.00 - 6,056.00
  - Position Type: Employee
  - Position Title: Human Resource Analyst 2 - Classification and Compensation Analyst
  - Job Description: WE ARE HIRING! The Oregon Department of Human Services/Office of Human Resources is seeking an experienced and professional classification and compensation analyst to join the classification and compensation team.
  - What you will be doing: This position is responsible for independently performing a variety of professional, technical and analytical classification and compensation activities related to the maintenance of the state's classification and compensation system.
  - What's in it for you: You will join a team of classification and compensation analysts charged with complex classification reviews. This includes making completing classification reviews and allocation when requested by employees and management, interpret classification standards, appropriateness of qualifications, e.g. experience, education, specialized skills, etc., and recommendations and guidance for pay equity analysis.
  - DHS/OHR is guided by our core values of Integrity, Innovation, Respect, Service Equity, Responsibility, Stewardship and Professionalism.
  - This employment opportunity is with Oregon Department of Human Services/Office of Human Resources. There is one full-time, permanent opening located in Salem (500 Summer St NE). This position is management service and is not represented by a union.
- Applied on:**
  - Buttons: **Apply** (highlighted with a red box) and **Refer**
- Internal:** Human Resource Analyst 2 - Classification and Compensation Analyst
- Job Details:**
  - Job Requisition ID: REQ-1061
  - Location: 500 Summer St NE
  - Posting Date: 04/25/2018 - 9 days ago
  - Job Family: Human Resource Analyst
  - Time Type: Full time
  - Job Type: Permanent
  - Supervisory Organization: Central Svcs DHS Dedicated Human Resources - Employee & Labor Relations - APD / DD - DHSS
  - Hiring Manager: Rebecca Daniels
  - Team Members: (1 member icon)
  - Buttons: **Job Interest**



**Note:** Before updating your profile, you will want to make note of the requisition number. This will help you locate it when you have finished your updates and start the application process.

Step 5: If updates are needed, click **Go to your profile** to make changes to job history, education, skills, etc.

Please search "Find Jobs" in the search bar in the top left corner to apply as a current State of Oregon employee.

Job History  
none entered

Education  
none entered

Skills  
none entered

Resume / Cover Letter

Drop files here  
or  
Select files

Need to make changes?  
**Go to your profile**


Submit Save for Later Cancel

Step 6: If you updated your profile, return to the requisition of interest and click the **Apply** button.

Step 7: Review your application, attach any additional documents required (such as a cover letter or resume) and when you are ready, click **Submit**.

Step 8: Once you click **Submit** you should see a screen letting you know the process was successfully completed. Click **Done**.

**You have submitted**  
Internal Career: Patrick Gregory (Internal: Office Specialist 2 SR15 Non Exempt) [Actions](#)

  
Process Successfully Completed

> [Details and Process](#)

Step 9: You will receive a task in your inbox to complete the Public Records Questionnaire. Please answer and click Submit.

### Complete Questionnaire

'Public Records Questionnaire' for Review Candidate for Job Application: William Smith(Internal) - REQ-1319 HR Consultant 1 (CAND-1024) [Actions](#)

5 minute(s) ago

Public Records Questionnaire

The State of Oregon is subject to the Public Records Law. Your application will be treated as confidential to the extent allowable by law. Should a request be made for all or part of your application to be disclosed, please indicate how you would respond. PLEASE NOTE: YOUR ANSWER TO THE QUESTION IS NOT VISIBLE IN THE SELECTION PROCESS AND WILL ONLY BE REVIEWED SHOULD A PUBLIC RECORDS REQUEST BE RECEIVED. THE STATE OF OREGON HAS NO PREFERENCE WHETHER YOU REQUEST OR DECLINE CONFIDENTIALITY. (Required)


- Yes - I am comfortable with my application being released pursuant to a public records request.
- No - I do not wish to have my application released pursuant to a public records request because I have kept my application private from my current employer, and disclosure could adversely impact that employment relationship.
- No - I do not wish to have my application released pursuant to a public records request because I am applying for or considering applying for other jobs, and disclosure could adversely impact prospective employment opportunities.
- No - I do not wish to have my application released pursuant to a public records request because I have kept my application private from my current employer and am applying for or considering applying for other jobs, and disclosure could adversely impact prospective employment opportunities.

## Veteran's requesting Veteran's Preference Points

If you requested Veteran's Preference Points for the first time, or requested a change in the number of points – you will receive the additional task(s) below.

Step 1: You will receive another task to indicate your U.S. Veteran Status. Click on Complete Questionnaire.

Up Next

 **William Smith**

Please Indicate Your U.S. Veteran Status

Complete Questionnaire

Step 2: In your inbox there will be a U.S. Veteran Status - V3' for Review Candidate for Job Application questionnaire that you will select the points you qualify for and attach the necessary Veterans Preference documents.

U.S. Veteran Status - V3

If you are a Veteran of the United States Armed Forces you are eligible to apply for Veterans' Preference Points. If you would like to apply please indicate whether you would like to be considered for either a 5 Point Veteran\* or a 10 Point Disabled Veteran\*\*. If you are not a Veteran of the United States Armed Forces please select 'I am not a Veteran'.

Applicants are eligible to use Veterans' Preference when applying with the State of Oregon in accordance with ORS 408.225, 408.230, and 408.235; OAR 105-040-0010 and 105-040-0015. For information regarding the qualifications and information to help you describe your transferable skills please visit: <http://www.oregon.gov/jobs/Pages/Vet-resources.aspx>

\*To receive credit as a 5 Point Veteran you must attach to your application: A copy of your DD214/DD215 form; or A letter from the US Dept of Veteran's Affairs indicating you receive a non-service connected pension.

\*\*To receive credit as a 10 point Disabled Veteran you must attach to your application: A copy of your DD214/DD215 form; and A copy of your veterans' disability preference letter from the Dept. of Veterans' Affairs.

For additional information on Veterans' Preference eligibility, including definition of the terms "veteran" and "disabled veteran," contact the Oregon Dept. of Veterans' Affairs at 1-800-692-9666.

Please indicate your U.S. Veteran status (Required)

- I am not a Veteran
- Yes, I qualify as a 5 Point Veteran
- Yes, I qualify as a 10 Point Veteran
- I do not wish to self-identify
- Yes, but I do not wish to claim Veterans' Preference Points

Please attach the appropriate documentation to determine eligibility for Veterans' Preference Points, if applicable.

Drop files here

or

**Submit** Save for Later Cancel Select files

Step 3: Your Veterans Preference documentation has now been submitted.

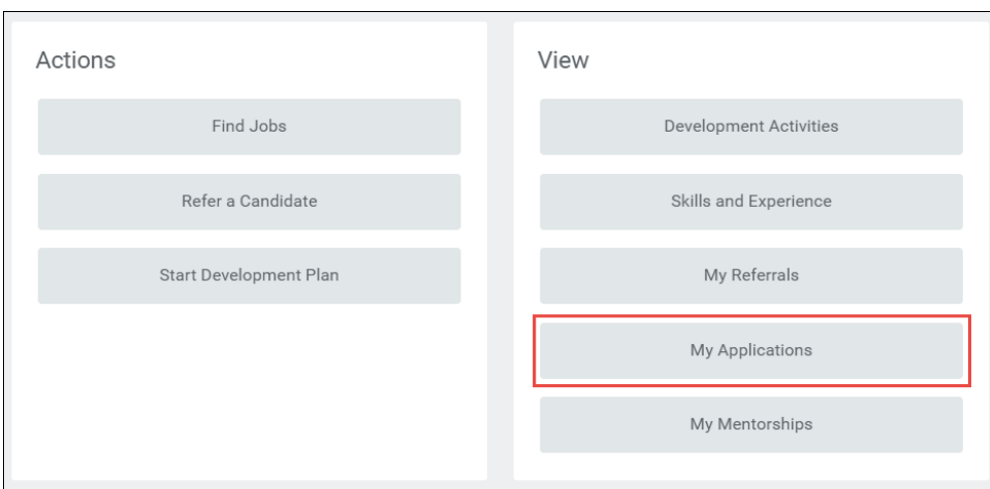
## Reviewing submitted application

If you have previously submitted applications and would like to view them follow the instructions below.

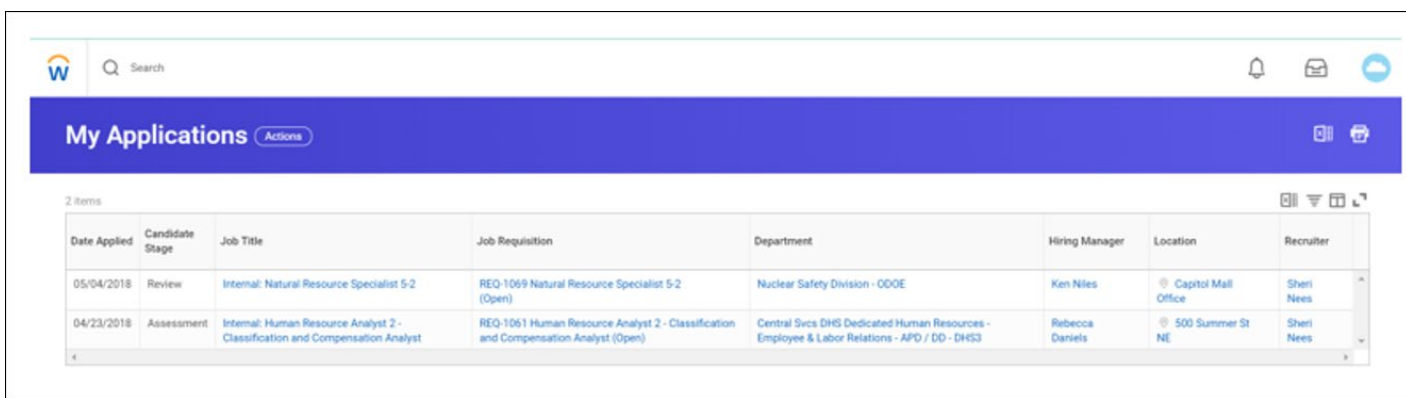
**Step 1:** To Review Applications, return to the *Home* page and click on **Career Worklet**.



**Step 2:** Under **View** click on **My Applications**.



**Step 3:** A screen will display to see the positions applied for and current status.



**Step 4:** From the banner bar click on the Workday  logo, to return to the home page.