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.

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.

![Image of Go to your profile button]

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**.

![Image of You have submitted screen]

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

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.

**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.
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/Vetresources.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 Veterans 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

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