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 your Workday worker account 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.

**Note:** Managers do NOT have the ability to see that their staff have applied for other positions. The only exception is if the internal candidate is applying to a different job, under their same manager.

Step 1: On the **Homepage**, click on **View All Apps** and then on your **Career** application.

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

Step 3: Use the search filters on the left side to narrow the results for desired open requisitions or view all results.

**Note:** For each filter you apply, the screen will refresh to narrow the results. You have the option to **Save your Current Search** filters. If you plan on using the same search criteria again, simply click on **Save** and **Name** your search.

Hint: Use the Location filter to search and find location options:

- Full-time remote work
- Hybrid
- In-Office
- Mobile
Step 4: Click on the job posting to view details. If you find an opportunity you would like to apply for, click on **Apply**.

![View Job Posting Details](image)

Step 5: If updates are needed, make note of the **Job Requisition ID**, and click **Go to your profile** to make changes to job history, education, skills, etc. Having the requisition ID will help you locate it by using the search when you are ready to start the application.

![Job History](image)

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

![An agency may un-post a job, update the posting, and post it again. If this happens while your application is in the Draft stage, you will not be able to submit your application. You must start a cancel the draft application and start a new application.](image)

Step 7: Review your application, answer all application questions, 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** and see Step 9.

![Process Successfully Completed](image)
Step 9: You will receive a task in your inbox to complete the **Gender Identity Questionnaire**. Respond to the question and click **Submit**.

**Gender Identity Questionnaire**

Federal reporting regulations currently limit responses to two options (male or female). However, the state of Oregon recognizes non-binary gender identities and provides an additional option under gender identity.

- Nonbinary/Other
- Female
- Male

Step 10: Up Next displays to **Respond to the Required Confidential Public Records Questionnaire**. Click on **Complete Questionnaire**. Respond to the question and click **Submit**.

**Complete Questionnaire**

The State of Oregon is subject to the Public Records Law. Your application will be treated as confidential to the extent allowed by law. Should a request be made to let a public body review your application. If you are required to respond to the questions in your application, please indicate how you would respond. PLEASE NOTE YOUR ANSWER TO THE QUESTION removal of your personal information from your application.

- Yes, I am comfortable with my application being released pursuant to a public records.
- No, I am not comfortable with my application being released pursuant to a public records.

Step 11: Up Next displays to **Indicate Your U.S. Veteran Status**. Click on **Complete Questionnaire**. Read the information regarding eligibility, respond to the question, and attach the appropriate documentation to determine eligibility for Veteran’s Preference Points, if applicable. Click **Submit** and **Done**.

**Complete Questionnaire**

If you are a veteran of the United States Armed Forces you are eligible to apply for veteran 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 receive preference points in accordance with the State of Oregon in accordance with ORS 408.125, 408.225, and 408.325; OAR 015-644-0010 and 015-946-011. For more information regarding the qualifications and information to help you describe your work experience and skills please visit 1001 www.oregon.gov/jobs/Pages/Commissions.aspx.

*Please read credit as 5 point veteran. You must attach below a copy of your DD214 or DD214 form or a letter from the VA or DOD of veteran Affairs indicating you receive a non-service connected pension.

**Please read credit as 10 point disabled veteran. You must attach below a copy of your DD214 form or a letter from the VA or DOD of veteran Affairs indicating you receive a non-service connected pension.

For additional information on veteran preference eligibility, including definition of the terms "veteran" and "disabled veteran," contact the Oregon Division of Veteran Affairs at 1-800-450-9066.
**Reviewing submitted application**

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

**Step 1:** On the *Homepage*, click on *View All Apps* and then on your *Career* application.

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

**Step 3:** Positions applied for and the Candidate Stage will be displayed.