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.
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)

**Job Description**

Initial Posting Date: 04/15/2020

Application Deadline: 06/10/2020

Agency: Department of Revenue

Salary Range: $35,989 - $51,197

Position Title: Procurement & Contract Specialist 1

Job Description:

***Current Internal State of Oregon Employees please use your Workday account – go to Career – Internal – Find jobs to apply!***

Help Make a Difference for the Citizens of Oregon!

The Oregon Department of Revenue has an immediate opening for a Procurement & Contract Specialist 1 to join our Financial Services Division in Salem.

This is a permanent, full-time SEU-represented position. This recruitment may be used to fill additional vacancies as they occur.

Close Date: This recruitment will remain open until filled. Our first application screening is scheduled for Monday, April 27, 2020, but we may close the announcement at any time when we have received an adequate number of applications. We cannot guarantee that we will consider applications received after the first screening date. We encourage interested applicants not to delay in applying.

Due to Covid-19 we will not be holding in person interviews; however, we will conduct interviews via phone or video. If you are invited to interview you will be given further instructions on the process.

**Description**

The State of Oregon is the largest employer in Oregon. With that brings opportunity to contribute to vital services on behalf of Oregonians in almost any professional field. Are you a procurement professional who is ready for an opportunity to grow your public procurement experience and skills? If so, consider joining our collaborative procurement team as the Procurement & Contracts Specialist 1. This opportunity assists our Revenue procurement teams in making best value purchases. You will be a part of a diverse, high-energy team working with all levels of department programs and field units, as well as, other public and private agencies. This position is critical in ensuring that our procurement teams are able to effectively manage the customer and contractor relationships.

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)

**Job History**

- none entered

![Education](image)

**Education**

- none entered

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

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**.
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](image)

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**.

![Required Confidential Public Records Questionnaire](image)

The state of Oregon is subject to the Public Records Law. Your application will be treated as confidential in the interest of the law. Should a request be made to you or part of your application to be disclosed, please indicate how you would respond. PLEASE NOTE: YOUR ANSWER TO THE QUESTION IS NOT VISIBLE TO THE REVIEW COMMITTEE AND WILL NOT BE SEEN DURING A PUBLIC RECORDS REQUEST TO BE DISCLOSED. THE STATE OF OREGON HAS A RECESS TO REQUEST INFORMATION.

- 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 would adversely impact my current or past 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 would 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 I am applying for or considering applying for other jobs, and disclosure would adversely impact prospective employment opportunities.

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**.

![Indicate U.S. Veteran Status](image)

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.

If you are eligible to receive veteran preference points you are required to submit a copy of your DD214, DD214 form or other form verifying your status as a veteran. If you are a 5-point veteran, you must attach a copy of your DD214, DD214 form or other form verifying your status as a veteran. If you are a 10-point disabled veteran, you must attach a copy of your DD214 or DD214 form or other form verifying your status as a 100% disabled veteran.

For additional information on veteran preference eligibility, including definition of terms “veteran” and “disabled veteran,” contact the Oregon State of Veteran Affairs at 1-855-454-4440.

Please indicate your U.S. veteran status (veteran):

- 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, I do wish to claim Veteran Preference Points.

Please upload the appropriate documentation to determine eligibility for veterans’ Preference Points. If applicable, please:

- Upload your DD214, DD214 form, or other form verifying your status as a veteran.
- Upload a copy of your DD214, DD214 form, or other form verifying your status as a 100% disabled veteran.
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.