Search for Jobs and Apply: Internal Candidate

This job aid will provide step-by-step instructions on how to search for and apply to a position as an internal candidate.

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. 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 *Menu* and then on your *Career* application.

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

Step 3: Use the search filters on the left navigation panel 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 *Remote Type* filter to search and find options:

- Fully Remote Work
- Fully Remote Work Optional
- Hybrid Work
- Hybrid Work Optional
- Fully Remote or Hybrid Work Optional
- Mobile

[Remote Work Type Definitions]
Step 4: To view the job posting details hover your mouse after the job title to reveal the ellipsis, then right click on it and select **See in New Tab**. This will open the posting in a new tab, and the jobs list will remain open on the other tab.

Step 5: Click **Apply**. If application updates are needed, note 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.

Step 6: Once you have updated your profile, return to the requisition and click the **Apply** button.

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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 delete the draft application and start a new application.
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 will see a message to view details. View the details to see that the process was successfully completed. Click Done and see Step 9.

Step 9: 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.

Step 10: You will receive a task in your inbox to complete the Gender Identity Questionnaire. Respond to the question and click Submit.

Step 11: Up Next displays to Respond to the Required Confidential Public Records Questionnaire. Click on Complete Questionnaire. Respond to the question and click Submit.
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 *Menu* and then on your *Career* application.

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

Step 3: Positions applied to, and the Candidate Stage will be displayed.