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 Homepage, click on your Career worklet.

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

Step 3: Use the search filters on 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 narrowing 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.

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.

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.

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.

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.
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 your Career worklet.

Step 2: Under View click on My Applications.

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