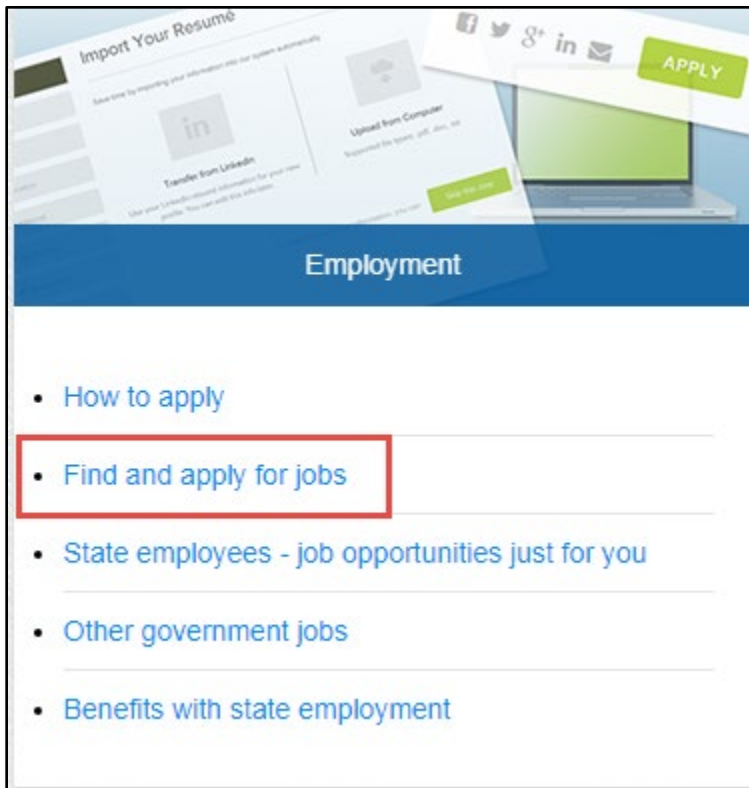


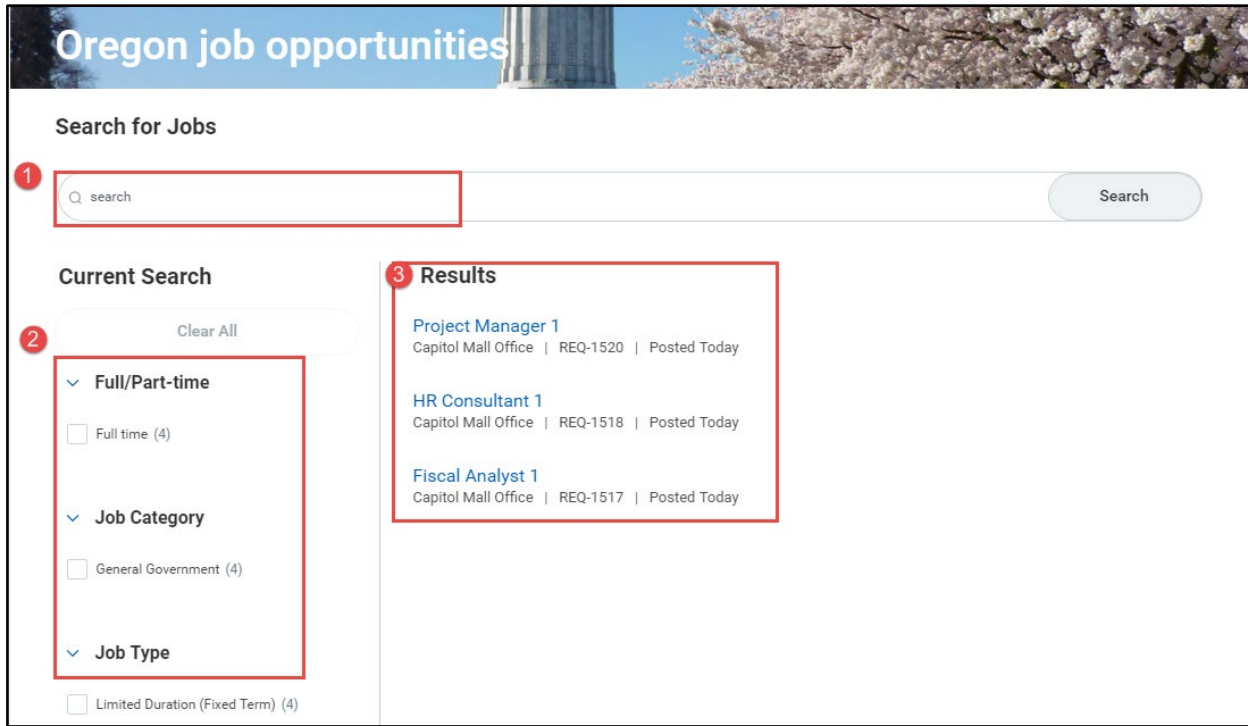
## Searching for and Applying to Positions as an External Candidate

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

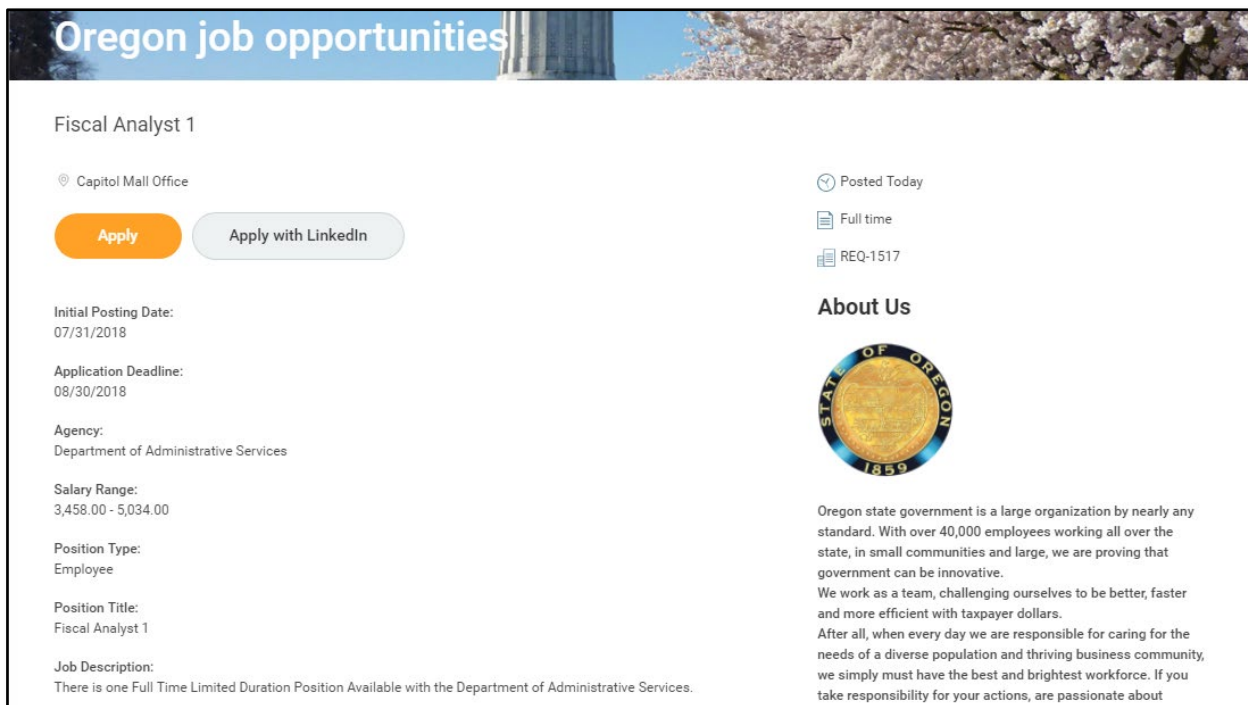
Step 1: View the State of Oregon jobs page by going to [www.OregonJobs.org](http://www.OregonJobs.org). Under **Employment**, select **Find and Apply for jobs**.



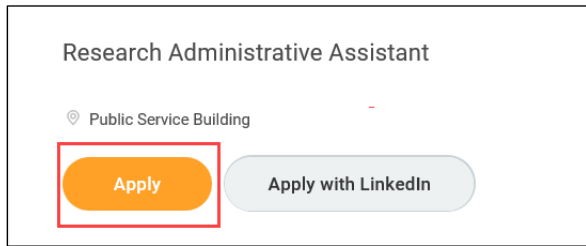
Step 2: There are multiple ways to search for jobs. (1) Use the search bar at the top of the page, (2) use the search parameters listed on the left hand side of the page, or (3) scroll through the postings listed.



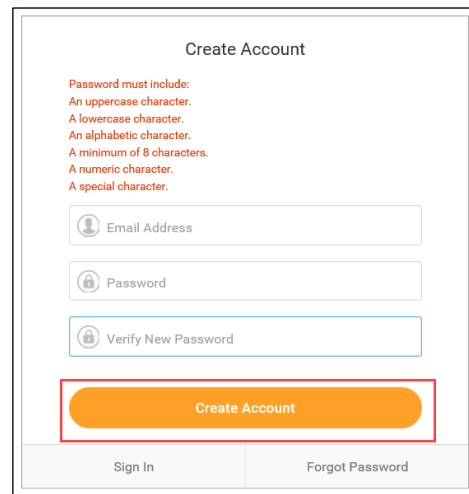
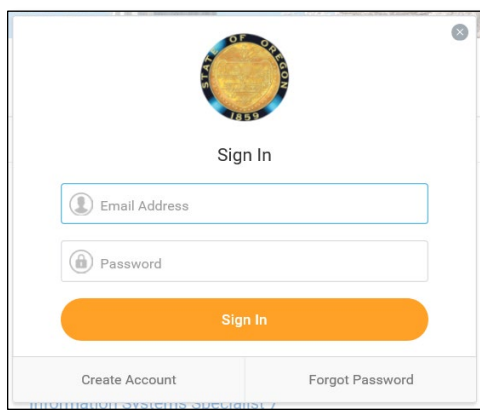
Step 3: To view the job posting details, click on the job posting title. This will open the complete job posting for you to review.



Step 4: When you identify a position you'd like to apply to, click **Apply**.

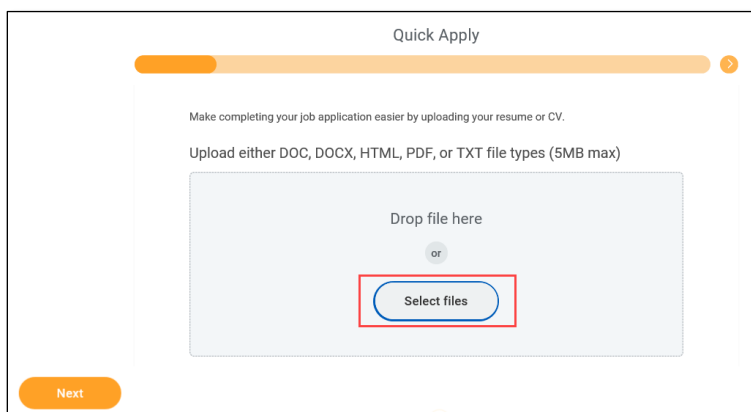


Step 5: The system will prompt you to **Sign In** or **Create Account**. If you do not already have a Workday account, click **Create Account** and follow the steps to create an account.



Step 6: On the Quick Apply screen, click Select Files to upload your resume or CV. Click **Next**.

If you do not have a resume or CV, click next to manually complete your application. You will need to manually complete the following steps, they will not be pre-populated.



Step 7: Information from your resume or CV will populate into the fields on the My Information screen. Insert information into any remaining fields notated by a red asterisk (\*). Click **Next** to continue.

The screenshot shows the 'My Information' form with the following fields and elements:

- Country \*: United States of America (dropdown menu)
- First Name \*: (text input field)
- Last Name \*: (text input field)
- Address Line 1: (text input field)
- City: (text input field)
- State: (dropdown menu, partially visible)
- Navigation: Back button, Next button (highlighted with a red box), and a progress bar at the top.

Step 8: On the My Experience screen, the experience from your resume or CV will pre-populate. You will want to review this information for accuracy. Additionally, you can upload additional supporting documents, such as a cover letter, in the Resume/CV field near the bottom of the screen. Click **Next** to continue.

The screenshot shows the 'My Experience' form with the following sections and elements:

- Work Experience: (Section header) Add button
- Education: (Section header) Add button
- Skills: (Section header) Text area with instruction: 'Separate each skill with a comma.'
- Navigation: Back and Next buttons, and a progress bar at the top.

Step 9: On the Application Questions screen, answer all questions notated by a red asterisk (\*) Click **Next** to continue.

Application Questions

Have you been in your current position at least 1 year? \*

select one

workday

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Back Next

Step 10: On the Voluntary Disclosures screen, read the Voluntary Disclosure and answer all questions. Questions notated by a red asterisk (\*) are required. Review the Terms and Conditions and click the checkbox. Click **Next**.

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 choose the gender in which you identify

select one

Please choose your ethnicity \*

select one

Please state whether you identify as Hispanic or Latino \*

Yes

No

Are you a Veteran?

select one

**Terms and Conditions**

I hereby certify every statement I have made in this application is true and complete to the best of my knowledge. I understand any false or incomplete answer may result in rejection of my application, denial of employment, dismissal from state service if discovered after employment and, in some circumstances, prosecution for a crime may be grounds for not employing me or for dismissing me after I begin work. Criminal records will be checked in accordance with applicable laws and rules. I understand I will have to produce documentation verifying identity and employment eligibility in the U.S. I understand I may be required to verify any and all information given on this application. I understand this completed application is the property of the state of Oregon and will not be returned. I authorize the state of Oregon to contact prior employers, educational institutions, law enforcement agencies and other relevant individuals and agencies. I understand I must update my contact information if I have any changes in my name, address, or phone number

Yes, I have read and consent to the terms and conditions \*

Back Next

Step 11: Review the application. You can utilize the back button to review any previous screens and the next button to move forward. When you are ready to submit, click **Submit** to continue.

Review

<

### My Information

**Name**  
John Doe

**Address**  
United States of America

**Email**  
John.Doe@workday.com

**Phone**  
+ 6059983904

**How Did You Hear About Us?**  
Connection in the company

**Who Referred You?**  
Twyla Lawson

### Resume/CV

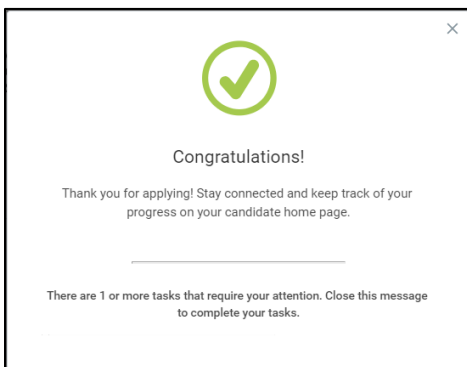
DOC

RP\_ Job Application - NEW.docx

Back

Submit

Step 12: You will receive notification that you application has been successfully submitted, and that there are additional tasks that require your attention.



**Step 13:** When you close the “congratulations” message, the additional task will be on your screen to complete. Please review the question, select your answer, and click ok.

The State of Oregon is subject to the Public Records Law. Your application will be treated as confidential to the extent allowable by law. Should a request be made for all or part of your application to be disclosed, please indicate how you would respond. PLEASE NOTE: YOUR ANSWER TO THE QUESTION IS NOT VISIBLE IN THE SELECTION PROCESS AND WILL ONLY BE REVIEWED SHOULD A PUBLIC RECORDS REQUEST BE RECEIVED. THE STATE OF OREGON HAS NO PREFERENCE WHETHER YOU REQUEST OR DECLINE CONFIDENTIALITY. \*

select one

select one

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 could adversely impact that employment relationship.

No - I do not I do not wish to have my application released pursuant to a public records request because I am applying for or considering applying for

workday

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**Step 14:** Once completed, your candidate profile will reflect that you have completed this task.

**Your Tasks**

✔ Please Respond to the Required Confidential Question  
Status: Step Completed

**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:** Once a Recruiter verifies that points have not already been awarded, or that you are requesting a change in the number of points – the following task will appear in your candidate profile. To complete the task, click the task name.

**Your Tasks**

! Indicate U.S. Veteran Status  
Status: Awaiting Action

✔ Please Respond to the Required Confidential Question  
Status: Step Completed

**Step 2:** In the drop down, indicate the number of points you are requesting. Drop your supporting files or use the “select files” button to attach the required documents (as indicated in the task).

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/Vet-resources.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 \*

select one

- select one
- 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

documentation to determine eligibility for Veterans' Preference Points, if applicable.

Drop files here

or

Select files

Once you have uploaded your documents – this is what your screen will look like. When complete, click ok.

Please indicate your U.S. Veteran status \*

Yes, I qualify as a 5 Point Veteran

Please attach the appropriate documentation to determine eligibility for Veterans' Preference Points, if applicable.

Veteran's documentation.docx  
✓ Successfully Uploaded!

Upload

OK Cancel

**Step 3:** You will receive notification that the task is complete.

