Recruiting
Search for Jobs and Apply: External Candidate

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


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

Tip: If you right click and select See in New Tab, when you are done viewing the job posting you can close the second window and resume searching from where you left off.

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 curriculum vitae (CV), or drag and **Drop** the file. 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 pre-populate.

![Quick Apply screen](image)

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.

![My Information screen](image)

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.

![My Experience screen](image)
Step 9: On the *Application Questions* screen, answer all questions notated by a red asterisk (*). Click **Next** to continue.

![Application Questions screen](image)

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

![Voluntary Disclosures screen](image)
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.

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

Step 13: When you close the Congratulations message, an additional task will be on your screen to complete. Please review the question, select your answer, and click OK.

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.
Step 14: Once you close the *Thank you!* message, an additional task will be on your screen to complete. Please review the question, select your answer, and click **OK**.

Step 15: When completed, your candidate profile will reflect that you have completed these tasks.

Once the job posting closes, you will no longer have access to view it. Click *View Job Posting* and print a copy for reference if you’d like to be able to refer back to the posting and Contact Information.
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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.

Veterans 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 may receive the additional task(s) below. This task is not immediately assigned to you and will only come up if initiated by the Recruiter.

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).

Your Tasks

- Please Indicate U.S. Veteran Status
  Status: Awaiting Action
- Gender Identity
  Status: Step Completed
- Please Respond to the Required Confidential Public Records Questionnaire
  Status: Step Completed

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, 468.230, 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 below: 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 below: 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 1-800-692-0656.
Once you have uploaded your documents – this is what your screen will look like. When complete, click Ok.

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

Thank you!
This task is complete.