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 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 noted by a red asterisk (*). Click Next to continue.

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

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.
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, the additional task will be on your screen to complete. Please review the question, select your answer, and click ok.

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

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.
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 GRS 408.325, 408.330, and 408.335. GSR 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 DD214/00231 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 DD214/00231 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 1-800-692-5656.

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.