Submit Your Veteran Documents for Preference

You must submit your veteran documents through your Workday account after you receive a task from the recruiter. Please do not submit your veteran documents with your application.

The recruiter for the job that you applied to will send you a task through your Workday account. The following task will appear in your candidate profile.

Step 1: To complete the task, click the task name.

- 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. Drag and drop your supporting files here or use the “select files” button to attach the required documents (as indicated in the task).
Step 3: Once you have uploaded your documents – this is what your screen will look like. When complete, click OK.

You will receive notification that the task is complete.

The recruiter will review your veteran documents and award veteran preference points appropriately.