

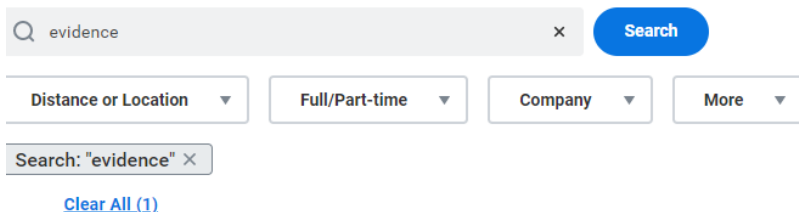
Search for Jobs and Apply: External Candidate

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

Step 1: View the State of Oregon Jobs page by going to <https://oregon.wd5.myworkdayjobs.com/Boards>. Under *Careers with the state*, select **Look for jobs – external applicants**.



Step 2: There are multiple ways to search for jobs. We suggest that you search for 'evidence' to find the entry for Health Evidence Review Commission, or scroll through the postings list (3).



Step 3: To view the job posting details, click on the job posting title (1). This will open a preview of the job posting for you to review (2). Tip: The left side box will display the job postings while the right will display the preview of the selected job posting.

749 JOBS FOUND

Park Ranger 2 - Lake Owyhee - (Underfill Option PR1))

Adrian | OPRD | Mountain Region - Eastern District - (MU) Farewell Bend - Lake Owyhee

Posted 14 Days Ago

REQ-82160 · On-Season (Seasonal) · Farewell Bend Management Unit - OPRD · Park Ranger · Adrian | OPRD | Mountain Region - Eastern District - (MU) Farewell Bend - Lake Owyhee

Property Appraiser Certification 1

Posted 30+ Days Ago

REQ-14463 · Contractor · Human Resources Unit - DOR · Appraiser Analyst

KS EXT Req PosTen Board and Commission Member - SR00 - Exempt

Employee Exempt From Mass Transit Tax

Posted Today

REQ-91874 · Limited Duration (Fixed Term) · Oregon State Lottery Commission (Official Board) · Board and Commission Member · Employee Exempt From Mass Transit Tax

Property Appraiser Certification 2

Apply

Posted 30+ Days Ago

REQ-14463

Initial Posting Date: 06/01/2019

Application Deadline: 12/31/2021

Agency: Department of Revenue

Salary Range: 0,000.00 - 0,000.00

Position Type: Contingent Worker

Position Title: Property Appraiser Certification

Step 4: When you identify a position you'd like to apply to, Click **Apply**. Tip: If you click the box with the arrow next to the job posting title this will open a new browser tab, when you are done viewing the job posting and submitting your application you can close the second window and resume searching from where you left off.

749 JOBS FOUND

Park Ranger 2 - Lake Owyhee - (Underfill Option PR1))

Adrian | OPRD | Mountain Region - Eastern District - (MU) Farewell Bend - Lake Owyhee

Posted 14 Days Ago

REQ-82160 · On-Season (Seasonal) · Farewell Bend Management Unit - OPRD · Park Ranger · Adrian | OPRD | Mountain Region - Eastern District - (MU) Farewell Bend - Lake Owyhee

Property Appraiser Certification

Posted 30+ Days Ago

REQ-14463 · Contractor · Human Resources Unit - DOR · Appraiser Analyst

KS EXT Req PosTen Board and Commission Member - SR00 - Exempt

Employee Exempt From Mass Transit Tax

Posted Today

REQ-91874 · Limited Duration (Fixed Term) · Oregon State Lottery Commission (Official Board) · Board and Commission Member · Employee Exempt From Mass Transit Tax

Property Appraiser Certification

Apply

Posted 30+ Days Ago

REQ-14463

Initial Posting Date: 06/01/2019

Application Deadline: 12/31/2021

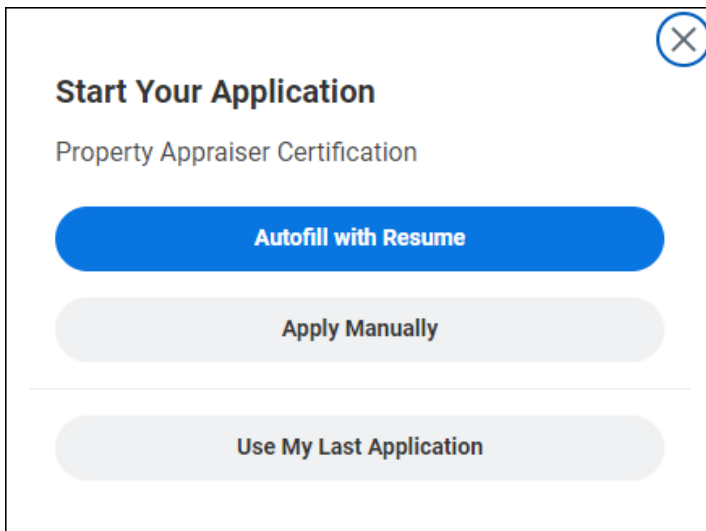
Agency: Department of Revenue

Salary Range: 0,000.00 - 0,000.00

Position Type: Contingent Worker

Position Title: Property Appraiser Certification

Step 5: The Start Your Application box will populate on your screen, select how you will be completing your application: **Autofill with Resume**, **Apply Manually**, **Use My Last Application**.

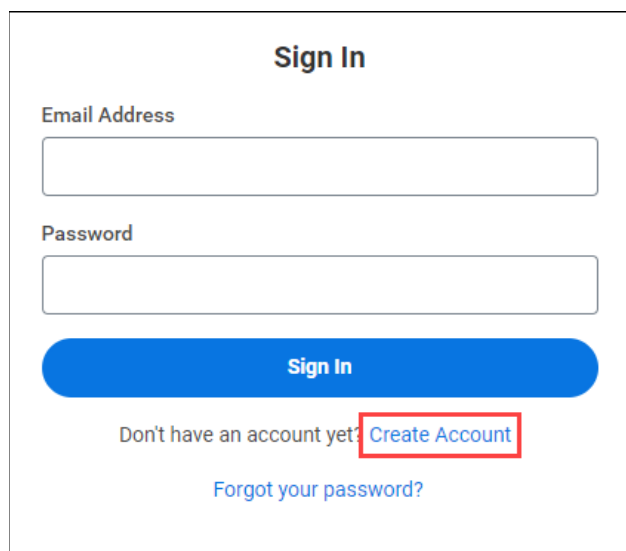


A dialog box titled "Start Your Application" with a close button (X) in the top right corner. Below the title is the text "Property Appraiser Certification". There are three buttons: "Autofill with Resume" (blue), "Apply Manually" (light gray), and "Use My Last Application" (light gray).

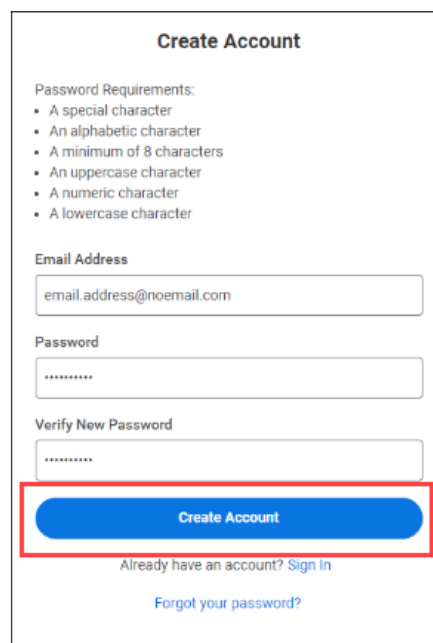


An agency may un-post a job, update the posting, and post it again. If this happens while your application is in the *Draft* stage, you will not be able to submit your application. You must start a new application.

Step 6: 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.



A "Sign In" form with two input fields: "Email Address" and "Password". Below the fields is a blue "Sign In" button. At the bottom, there is a link "Don't have an account yet? Create Account" (the "Create Account" text is highlighted with a red box) and a link "Forgot your password?".



A "Create Account" form. It starts with "Password Requirements:" followed by a list: "A special character", "An alphabetic character", "A minimum of 8 characters", "An uppercase character", "A numeric character", and "A lowercase character". Below are input fields for "Email Address" (containing "email.address@noemail.com"), "Password" (with masked characters), and "Verify New Password" (with masked characters). A blue "Create Account" button is highlighted with a red box. At the bottom, there is a link "Already have an account? Sign In" and a link "Forgot your password?".

Step 7: On the Autofill with Resume screen, click Select Files to upload your resume or curriculum vitae (CV), or drag and **Drop** the file. Click **Continue**.



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

Step 8: Information from your resume or CV will populate into the fields on the *My Information* screen. Insert information into any remaining fields. A red asterisk notates required fields (*).

Click **Save and Continue**.



Add your correct County under the address field and avoid entering your Country.

Step 9: On the *My Experience* screen, the experience from your resume or CV will pre-populate. You will want to review this information for accuracy. You can also upload additional supporting documents, such as a cover letter, in the Resume/CV field near the bottom of the screen. Click **Save and Continue**.

The screenshot shows the 'My Experience' screen with a progress bar at the top indicating the current step. The screen contains a 'Work Experience' section with a table listing 'Work Experience 1'. The fields for this entry are pre-populated: Job Title is 'Compliance Officer', Company is 'Company Inc.', and Location is 'Salem, OR'. There is a checkbox for 'I currently work here' which is checked, and a 'From' date field showing '01 / 2015'. A 'Delete' button is visible next to the entry. A red asterisk indicates required fields.

Autofill with Resume My Information My Experience Application Questions Voluntary Disclosures Review

My Experience

* Indicates a required field

Work Experience

Work Experience 1	Delete
Job Title * Compliance Officer	
Company * Company Inc.	
Location Salem, OR	
I currently work here ☒	
From * 01 / 2015	

Click **Save and Continue**.

Step 10: On the *Application Questions* screen, questions notated by a red asterisk * must be answered.

The screenshot shows the 'Application Questions' screen with a progress bar at the top. The screen contains three questions, each with a red asterisk indicating it is required. The first question is a dropdown menu. The second question has 'Yes' and 'No' radio button options. The third question also has 'Yes' and 'No' radio button options.

Autofill with Resume My Information My Experience Application Questions Voluntary Disclosures Review

Application Questions

* Indicates a required field

Do you have an Associate in Science Degree (or higher) in property appraisal, real estate technology, building construction/inspection technology, engineering or forestry technology, business administration or a related field? *

Do you have any combination of experience or education equivalent to two years in a field that would demonstrate the capacity to work as a property appraiser. Examples include; property appraisal, public or business administration, real estate, finance, civil engineering, urban planning *

☐ Yes

☐ No

Have you completed an Oregon Department of Revenue approved appraisal training program, or County approved appraisal training program. *

☐ Yes

☐ No

Click **Save and Continue**.

Step 11: On the Voluntary Disclosures screen, read the Voluntary Disclosures section. Questions notated by a red asterisk (*) are required. Review the *Terms and Conditions* and click the checkbox.

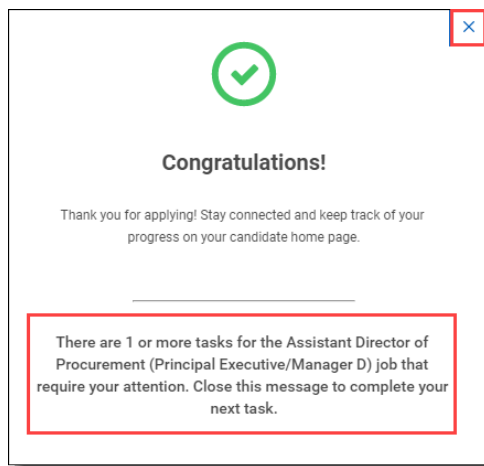
The screenshot shows the 'Voluntary Disclosures' step in a five-part application process. The progress bar at the top indicates that 'My Information', 'My Experience', and 'Application Questions' are completed, while 'Voluntary Disclosures' is the current step and 'Review' is next. The main heading is 'Voluntary Disclosures'. A note states: '* Indicates a required field'. The section is titled 'Voluntary Disclosures' and contains several paragraphs of text regarding veteran preferences and application requirements. It includes two bulleted lists of requirements for receiving credit as a 5-percent or 10-percent disabled veteran. At the bottom, there is a 'Gender' dropdown menu with 'select one' and a note 'Please choose your ethnicity *'.

Click **Save and Continue**.

Step 12: 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**.

The screenshot shows the 'Review' step in the application process. The progress bar at the top shows all five steps completed. The main heading is 'Review'. Below it, the section is titled 'My Information'. The form displays the following information: 'How Did You Hear About Us?' with the answer 'State Agency Website'; 'Have you previously worked for the State of Oregon in the last 3 years?' with the answer 'No'; 'Legal Name' as 'James Bond'; 'I have a preferred name' with the answer 'No'; 'Address' as '123 ABC, Salem, OR 97301, United States of America'; 'Email' as 'James.Bond@noemail.com'; and 'Phone' as '+1 (971) 7777777 (Cell Phone)'. At the bottom right, there are two buttons: 'Back' and 'Submit'.

Step 13: You will receive a *Congratulations* notification that your application has been successfully submitted, and that there are additional tasks that require your attention. Click the **X** to close the message.



Step 14: When you close the *Congratulation* 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.

Gender Identity

select one ▼

select one

Nonbinary/Other

Female

Male

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Step 15: 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**.

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

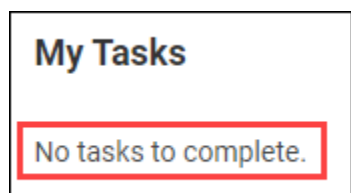
Yes - I am comfortable with my application being released pursuant to a public records request.

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.

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Step 16: When completed, your candidate profile will reflect that you have No tasks to complete.



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

Click on **Manage** to take actions on your *Draft Applications* and *Submitted Applications*.



If you withdraw your application with the intent of updating and reapplying, take note of the application deadline date. You will not be able to reapply if the deadline has passed.

Draft Applications

1 item

Job	Date Created	Actions
Procurement Director (Principal Executive/Manager F)	Less Than One Day Ago	Manage ▾ Continue Application View My Draft Application Delete

Submitted Applications

Thank you for completing your tasks! We will contact you if additional information is needed.

Submitted Applications

Thank you for completing your tasks! We will contact you if additional information is needed.

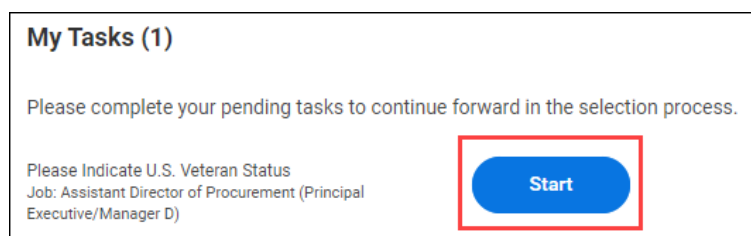
2 items

Job	Status	Actions
Assistant Director of Procurement (Principal Executive/Manager D)	Application Under Review	Manage ▾ View My Submitted Application View Tasks Withdraw Application
Property Appraiser Certification	Application Under Review	

Veterans requesting Veteran's Preference Points

If you requested Veterans' Preference Points for the first time, or requested a change in the number of points – you will receive the additional task below. This task is not immediately assigned to you and will only come up if initiated by the Recruiter.

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 **Start**.



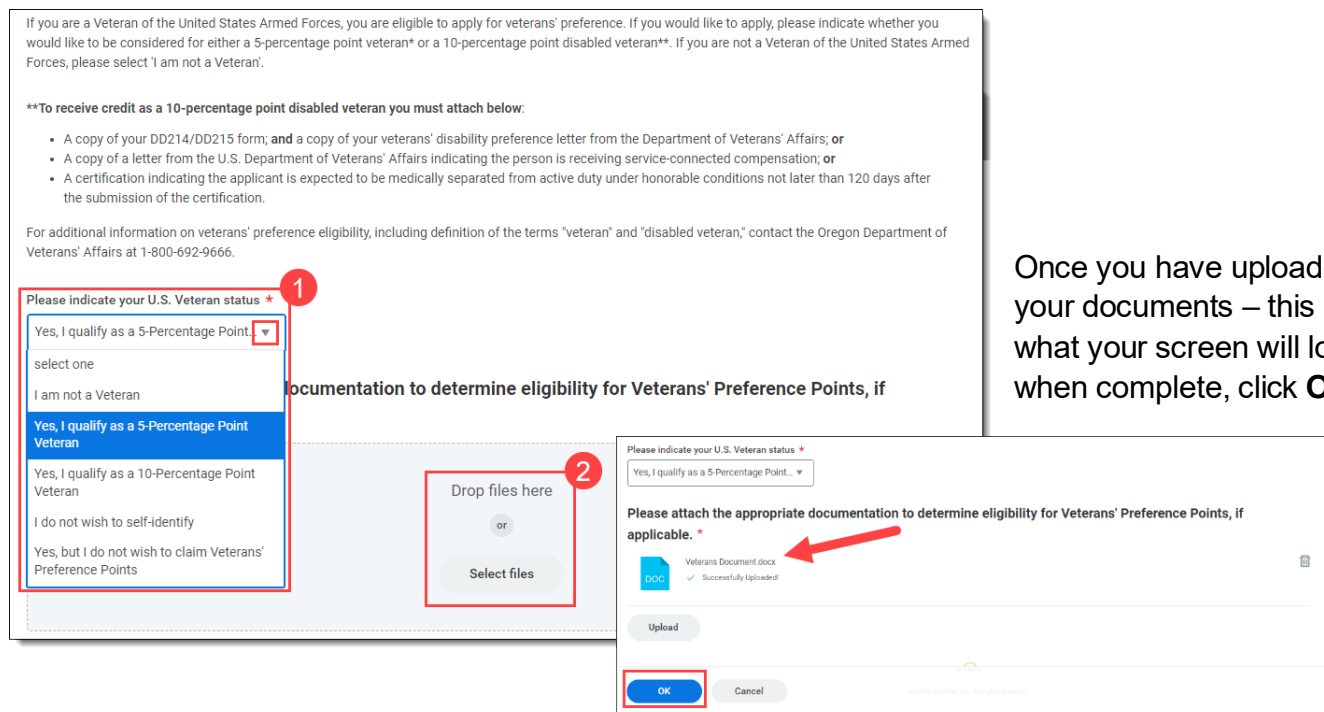
My Tasks (1)

Please complete your pending tasks to continue forward in the selection process.

Please Indicate U.S. Veteran Status
Job: Assistant Director of Procurement (Principal Executive/Manager D)

Start

Step 2: In the drop down, indicate the number of points you are requesting (1). Drop your supporting documents or use the *Select Files* button to attach the required documents (as indicated in the task) (2).



If you are a Veteran of the United States Armed Forces, you are eligible to apply for veterans' preference. If you would like to apply, please indicate whether you would like to be considered for either a 5-percentage point veteran* or a 10-percentage point disabled veteran**. If you are not a Veteran of the United States Armed Forces, please select 'I am not a Veteran'.

****To receive credit as a 10-percentage 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 Department of Veterans' Affairs; **or**
- A copy of a letter from the U.S. Department of Veterans' Affairs indicating the person is receiving service-connected compensation; **or**
- A certification indicating the applicant is expected to be medically separated from active duty under honorable conditions not later than 120 days after the submission of the certification.

For additional information on veterans' preference eligibility, including definition of the terms "veteran" and "disabled veteran," contact the Oregon Department of Veterans' Affairs at 1-800-692-9666.

Please indicate your U.S. Veteran status *

Yes, I qualify as a 5-Percentage Point **▼**

select one

I am not a Veteran

Yes, I qualify as a 5-Percentage Point Veteran

Yes, I qualify as a 10-Percentage Point Veteran

I do not wish to self-identify

Yes, but I do not wish to claim Veterans' Preference Points

Drop files here

or

Select files

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

Veterans Document.docx
✓ Successfully Uploaded

Upload

OK Cancel

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.

