



## Applicants FAQ

The State of Oregon new recruitment system, Workday makes it easily find and apply to open jobs on any device, including your mobile phone.

### **Additional resources:**

[Application guide for external applicants](#)

[How to create your external application account \(video\)](#)

[External Application Tips](#)

[Current State Employees Apply through your Workday employee account](#)

[Submitting Veterans' preference documents](#)

*We know you have questions. Here are some answers to most frequently asked question regarding this recruitment transition:*

### **Will I need to create a new account in Workday?**

Yes, you will need to create a Workday account in order to complete applications for Oregon state government job postings. You will be able to create your Workday account for Oregon state government and apply for jobs on the first day we go live with Workday.

### **I'm a current state employee, do I need to create a new account in Workday to apply for jobs?**

No, as a current state employee, you will apply for jobs through your employee workday portal. Login to your employee workday account and click on the Career worklet to find and apply for jobs. When preparing to apply for an opening, review and update your job history and education in your employee profile before you apply.

### **Will I be able to access my applications in NEOGOV after Workday goes live?**

Yes, you can still access your NEOGOV applicant profile including previous application materials via the [governmentjobs.com](http://governmentjobs.com) website. You will be able to view/modify your applicant profile and see Oregon state government application details for up to three years.

Additionally, the new Workday system allows for resume parsing; you will be able to upload, drag and drop a resume into Workday, and the system will in turn parse the information into the respective application fields. You can also use a LinkedIn profile to do a similar action.

### **I applied to a job in NEOGOV, before the transition to Workday. How will I know my application status after Workday is live?**

You will receive email notices from the recruiter who will keep you up to date on your application status. If you are selected to interview, you will be notified through email or a phone call. You may also access your profile through [governmentjobs.com](http://governmentjobs.com) to view the application status on applications you submitted through NEOGOV.



Please note: for any applications you submitted in Workday, you will have to login to your Workday account to see the application status.

**I'm unable to successfully submit a job application. Who do I contact?**

Please contact the recruiter listed in the job posting or visit the [statewide recruiter](#) page to find the appropriate agency contact. Each agency has their own recruitment staff who are able to answer your questions.

**I have questions about a job requisition that is open for application. Who do I contact?**

Please contact the recruiter listed in the job posting or visit the [statewide recruiter](#) page to find the appropriate agency contact. Each agency has their own recruitment staff who are able to answer your questions.