



Applying for a Position in Workday

Applicant Job Aid



BEFORE YOU BEGIN

Have the following documents ready to upload:



RESUME / CV



COVER LETTER



UNOFFICIAL
TRANSCRIPTS



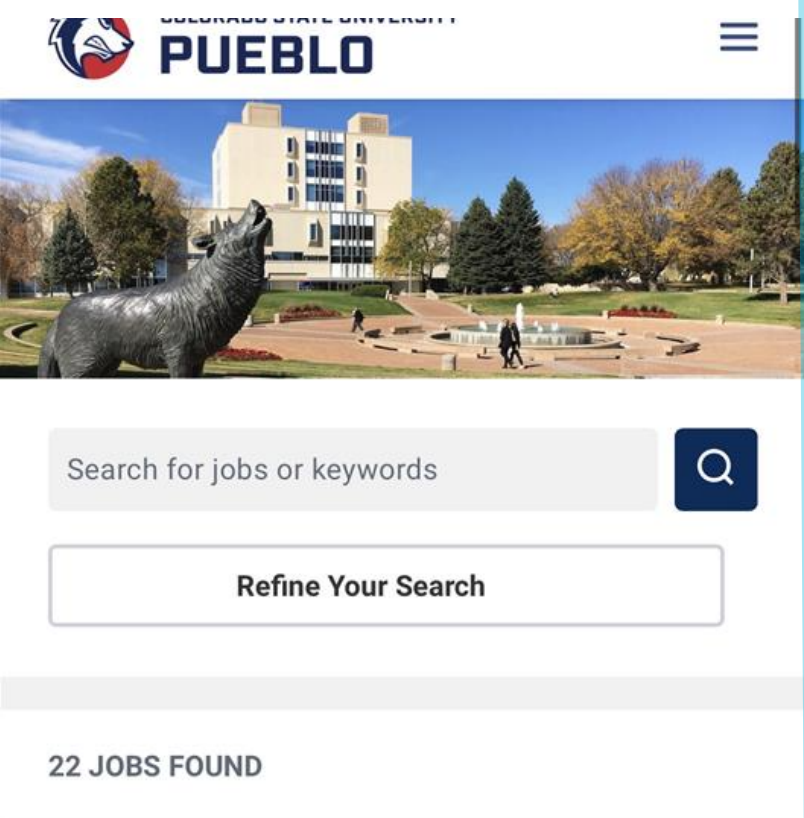
CERTIFICATIONS /
LICENSES (if applicable)



RECOMMENDED FILE TYPE: PDF PDF files are typically easier to upload and help preserve formatting.

1

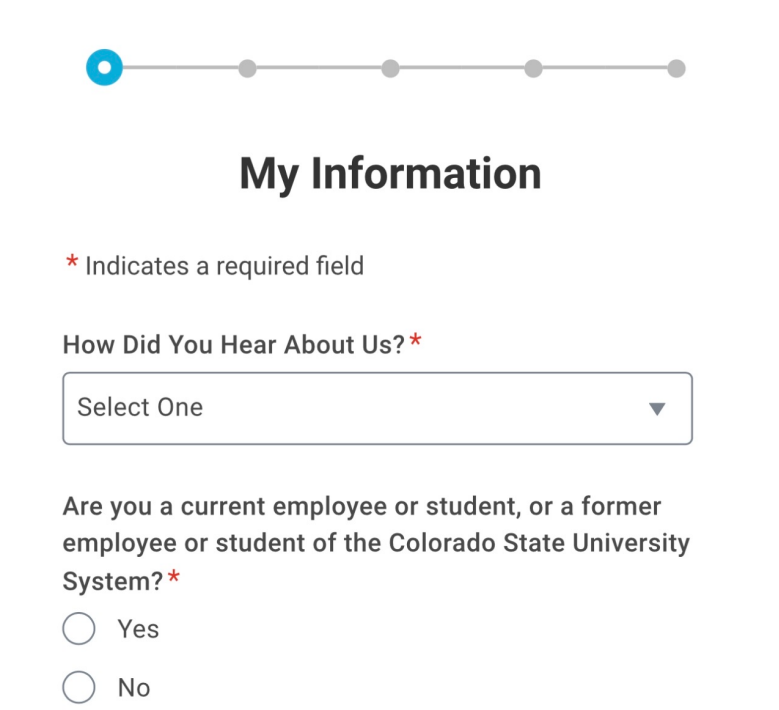
SEARCH FOR A POSITION



1. Visit the employment opportunities page and select ‘**Apply for Open Positions**’
2. Select the position you are interested in
3. Review the position details, qualifications, and required attachments carefully
4. Click ‘**Apply**’ to begin your application

2

COMPLETE YOUR APPLICATION



Fill out all **required** sections of the application, including:

- Contact information
- Experience History (*can autofill from resume*)
- Supplemental Application Questions
- Voluntary Disclosures

*** Fields marked with an asterisk (*) are required.**

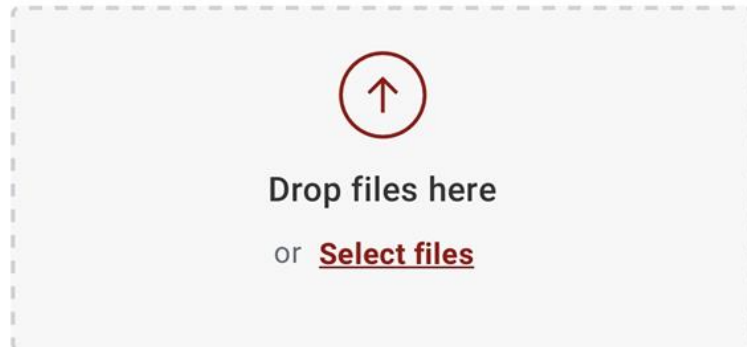
TIP: Save your progress regularly in case you need to return to your application later.

3

UPLOADING REQUIRED ATTACHMENTS

Please upload all required documents as listed in the job posting (e.g., resume, cover letter). You may upload up to 5 files, max total size 5MB. Accepted formats: PDF, DOC, DOCX. To stay under the size limit, avoid scanned images or large graphics. Combine pages into one file if needed. Incomplete applications may not be considered.

Upload a file (5MB max) *



Back

Save and Continue

At the bottom of the **My Experience** section, you will find the document upload area.

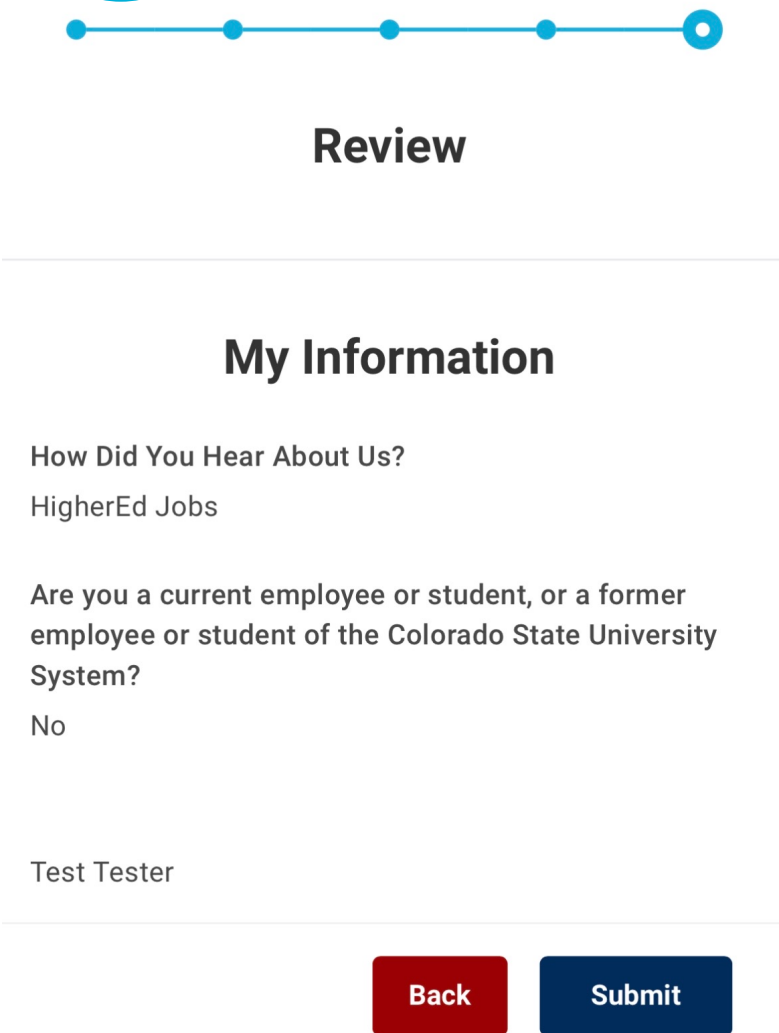
Applicants may:

- Drag and drop files into the upload field, or
- Select files directly from their computer



4

REVIEW & SUBMIT



Before selecting Submit, verify:

- ✓ All required fields are completed
- ✓ Documents required from the job announcement are attached
- ✓ Supplemental question are answered
- ✓ Your contact information is accurate



Once submitted, you should receive an automated confirmation email.

Tips for a Smooth Application:

- ✓ Gather all required documents before you begin
- ✓ Use PDF format for resumes, transcripts, and other uploads when possible
- ✓ Complete each section fully before moving on
- ✓ Use the “Autofill from Resume” option to save time
- ✓ Save your progress as you go
- ✓ Review all entries carefully before submitting
- ✓ Allow enough time to complete the application in one sitting

Common Mistakes to Avoid:

- ✗ Leaving **required fields** incomplete (*)
- ✗ Forgetting to upload required documents before submitting
- ✗ Uploading photos or screenshots instead of PDFs
- ✗ Submitting the wrong or outdated version of a document
- ✗ Skipping the final review step before clicking “Submit”
- ✗ Assuming the application is complete without confirmation

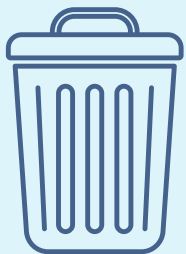


NEED HELP?

If you experience any technical difficulties while applying:



Try using a different browser



Clear your browser cache



Ensure pop-ups are enabled



Try uploading documents in a PDF format

FOR ADDITIONAL ASSISTANCE, CONTACT:

