

# View and Apply Internal Positions

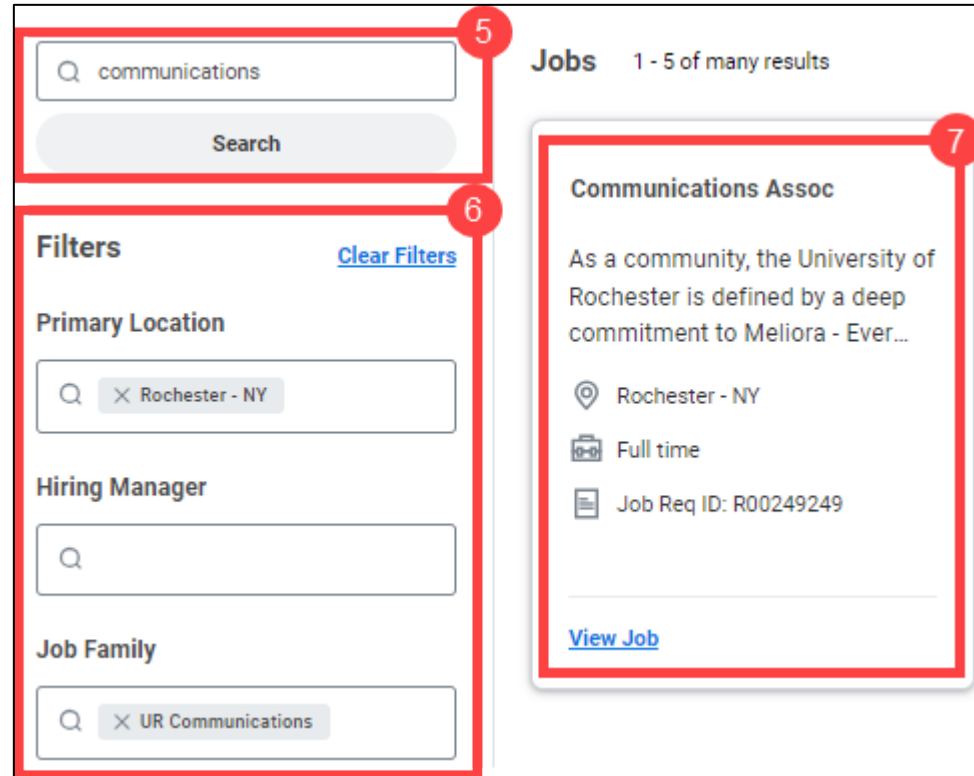
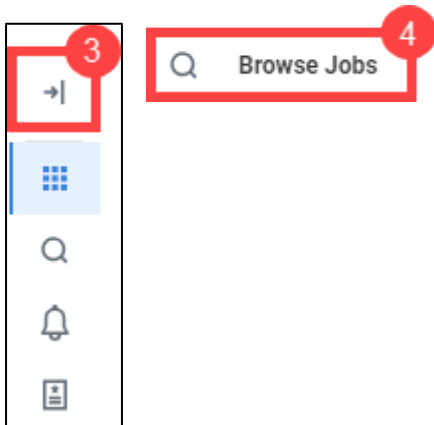
This QRC instructs users to view and apply to internal jobs on the internal job board in Workday. Current employees can only apply for an internal job using this process in Workday.

## View Internal Positions

1. From the Workday Home Page, select **Menu**
2. Select **Jobs Hub**
3. Optional: Select the arrow and vertical bar icon to expand the navigation pane
4. On the Jobs Hub navigation pane, select **Browse Jobs**
5. Optional: Search jobs by title
6. Optional: Select filters such as Primary Location, Hiring Manager, Job Family, Job Profile, and Time Type,
7. Select the flashcard or **View Job** to see job information.

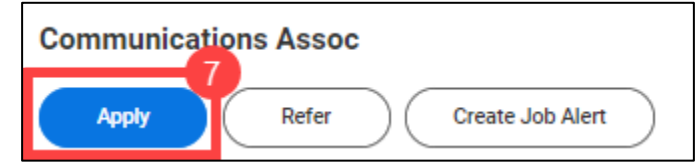


3. Optional: Select the arrow and vertical bar icon to expand the navigation pane
4. On the Jobs Hub navigation pane, select **Browse Jobs**



## Apply Internal Positions

8. Select **Apply**



9. Optional: If you would like recruiters to reach out to you about your application, select **Save for Later**.
  - A. Go to your worker profile and change your home contact information. Refer to the **Change Home Address & Update Tax Elections** QRC for additional guidance.
  - B. When updating email or phone number, select **Public** for the **Visibility** data field.
  - C. Go to my Task and select the **Internal Career** task to continue revising the internal application.



For each section in the internal application enter information as desired.

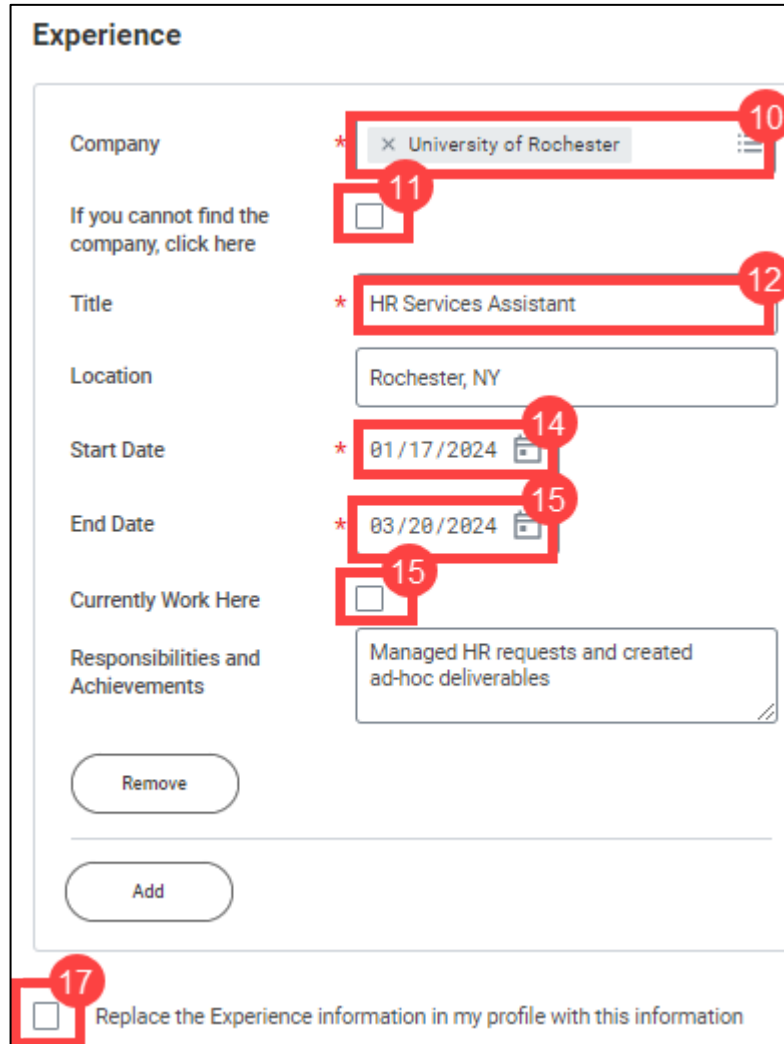
Select **Add** to add information. Select **Remove** to remove added information.



# View and Apply Internal Positions

## Experience

10. Select **Company**
11. If you cannot find the company, select the checkbox and enter **Company Name**
12. Enter **Title**
13. Optional: Enter **Location**
14. Enter **Start Date**
15. Enter **End Date**. If there is no end date, select the checkbox next to **Currently Work Here**
16. Optional: Enter **Responsibilities and Achievements**
17. Select the checkbox to replace information on your worker profile with information inputted here



**Experience**

Company \*  10

If you cannot find the company, click here  11

Title \*  12

Location

Start Date \*  14

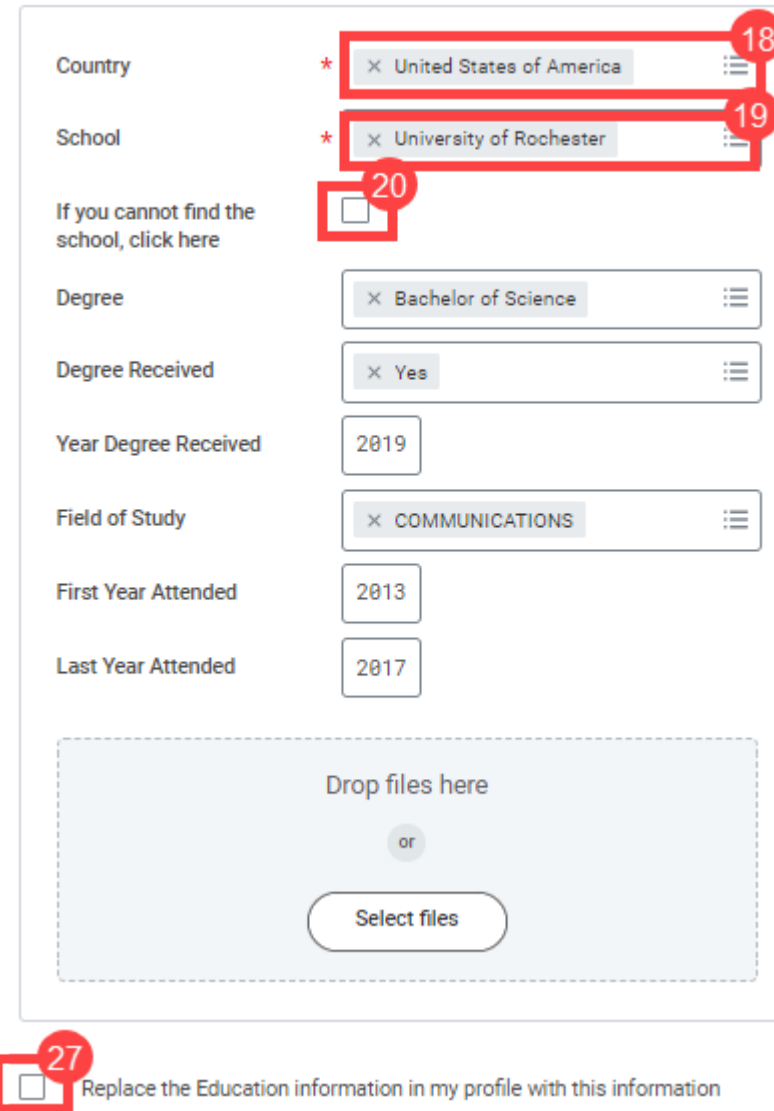
End Date \*  15

Currently Work Here  15

Responsibilities and Achievements

17 Replace the Experience information in my profile with this information

## Education



**Education**

Country \*  18

School \*  19

If you cannot find the school, click here  20

Degree

Degree Received

Year Degree Received

Field of Study

First Year Attended

Last Year Attended

or

27 Replace the Education information in my profile with this information

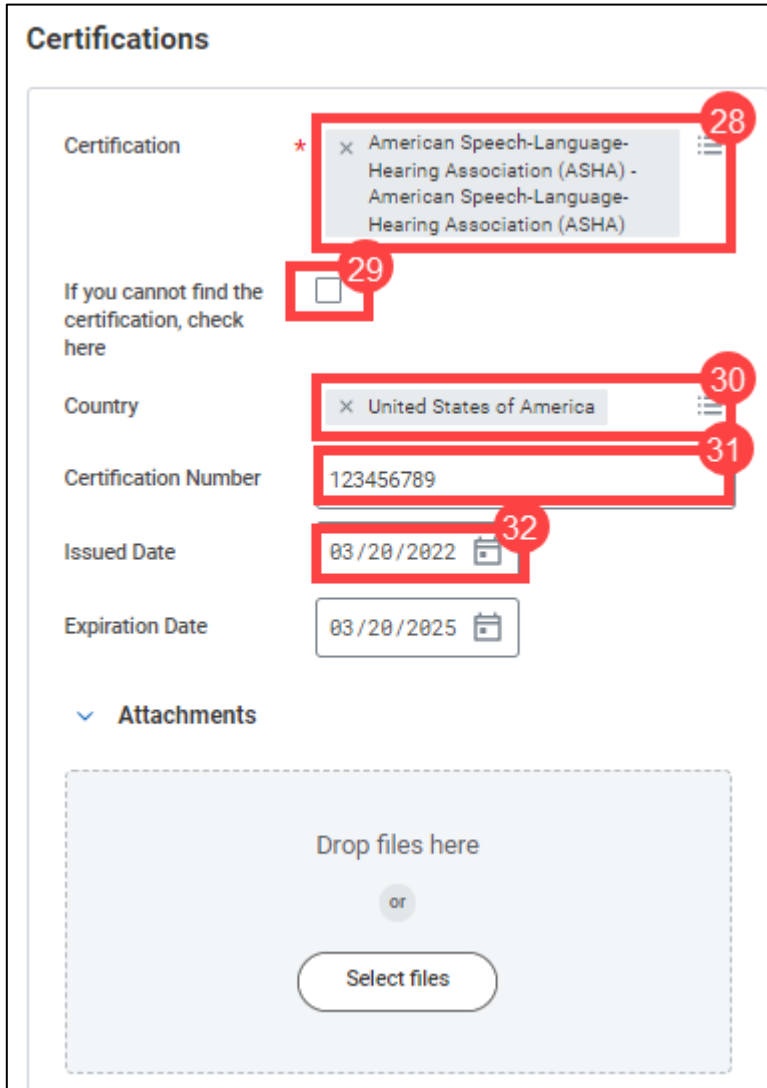
## Education

18. Select **Country**
19. Select **School**
20. If you cannot find the school company, select the checkbox and enter **School Name, School Location, and School Type**.
21. Optional: Enter **Degree**
22. Optional: Enter Yes or No for **Degree Received**. If Yes, enter **Year Degree Received**.
23. Optional Enter **Field of Study**
24. Optional: Enter **First Year Attended**
25. Optional: Enter **Last Year Attended**
26. Optional: Attach transcript, degree verification, or other relevant files.
27. Select the checkbox to replace information on your worker profile with information inputted here

# View and Apply Internal Positions

## Certifications

28. Select **Certification**
29. If you cannot find the certification, select the checkbox and enter **Certification Issue** and **Certification Name**
30. Enter **Country**
31. Enter **Certification Number**
32. Enter **Issued Date**
33. Optional: Enter **Expiration Date**
34. Optional: Attach certificate, proof of certification, or other relevant files.



**Certifications**

Certification \*  American Speech-Language-Hearing Association (ASHA) - American Speech-Language-Hearing Association (ASHA) 28

If you cannot find the certification, check here  29

Country  30

Certification Number  31

Issued Date  32

Expiration Date

Attachments

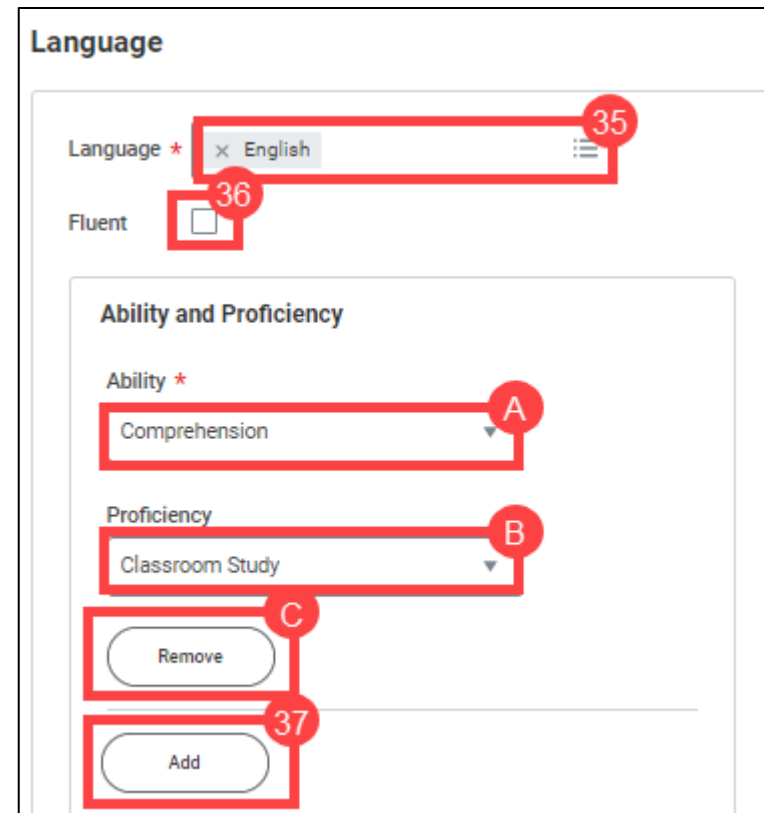
Drop files here

or

Select files

## Language

35. Select **Language**
36. Select the checkbox next to **Fluent** if you are fluent in the language
37. Optional: Select **Add** to specify ability and its proficiency
  - A. Select **Ability**
  - B. Select **Proficiency**
  - C. Select **Remove** to remove the ability and its proficiency



**Language**

Language \*  35

Fluent  36

**Ability and Proficiency**

Ability \*  A

Proficiency  B

C

37

# View and Apply Internal Positions

## Internal Application Terms and Conditions

38. Enter today's date to accept the terms and conditions

I understand this application is neither a contract if employment not an offer of a contract of employment, express or implied, between me and the University of Rochester. I further understand that if I should be offered the position, my employment shall be at will, which means that it may be terminated by me or by the organization at any time, for any reason or no reason, with or without notice. By clicking on the Submit button below I am agreeing to these Terms and Conditions. Please enter today's date to accept.  
(Required)

03/21/2024

38

39. Select **Submit**.

Submit

39