There are several tasks Workday offers for recruiters and job applicants. Internal and external candidates can search and apply for jobs with ease. Recruiters can then review and validate their applications, and even invite candidates to apply for jobs.

**FIND JOBS AND APPLY**

Internal candidates can use Workday and use their worker profile summary to find jobs within their company.

1. Navigate to the **Find Jobs** report.
2. Select the position for which you want to apply.
3. Click **Apply**. As an internal candidate, your application will autopopulate with your worker profile summary and allow you to attach a resume or cover letter. If you need to make any changes, click **Go to your profile**. Respond to the questionnaires shown, as applicable.

4. Click **Submit** and **Done**.

**APPLY FROM AN EXTERNAL JOB POSTING SITE (EXTERNAL CANDIDATE)**

1. Navigate to the company’s external career site.
2. Log in to your candidate account or create one, as applicable.
3. If needed, navigate to the job search page by clicking the logo in the page header.
4. Search for and select the job you’re applying to
5. Click **Apply** or **Apply with LinkedIn**.

6. If you select **Apply**, you can attach your resume or cover letter. Your application will automatically populate with the resume details you provided, including name and location.

If you select **Apply with LinkedIn**, sign in to your LinkedIn account and your LinkedIn profile details will populate the application.

7. Click **Next**. Update or add details on the application.
8. Click **Next**. Respond to any questionnaires, answering all required questions.
9. Click **Next** and complete any remaining mandatory fields.
10. Complete the voluntary disclosures, agree to the terms and conditions, and then click **Next**.
11. Complete the mandatory fields on the self-identify questionnaire and then click **Next**.
12. Review your application and click **Submit**. A status notification appears, confirming your submission.
INVITE A CANDIDATE TO APPLY

You must have prospects in order to invite a candidate to apply for a position. Prospects are created to track individuals who do not match a specific job posting. They can be internal or external to your organization. Note whether your job posting is on an internal or external site.

1. Click the Recruiting application.
2. Click Find Candidates in the Actions section.
3. Filter by the Prospect candidate type.
4. From the search results, click a prospect’s Related Actions, and select Candidate Actions > Invite to Apply.
5. Search for and select the active posting you would like the candidate to apply to, and click Next.
6. Select how you would like the candidate to receive communications (via email and/or push notifications) in the Channels field. You can also select a Message Template for your communication so the body of the text and subject will autopopulate.
7. Click Next.
8. Enter a subject, body and if needed, a message to the prospect.
9. Click Next.
10. Review the invitation and click Send.

Note: To view and/or confirm the email you sent, click the invited candidate’s Related Actions icon, and select Candidate Actions > Candidate Communication.

VALIDATE CANDIDATE APPLICATION (RECRUITER)

The recruiter can review the candidate’s application and take action on one or more candidates at once. This includes declining their job applications or moving them to a different job requisition.

1. Click the Recruiting application and select the My Recruiting Jobs report under View.
2. Select the applicable job status from the Job Requisition Status prompt. You can also select the hiring manager if desired. Click OK.
3. In the Job Requisition column, select the job to which the candidate applied.
4. Click the Candidates tab and confirm the person is listed as a candidate.
5. Select the candidate’s name.
6. Click through the tabs to review the candidate’s application. Review the answers and scores to the questionnaire questions.
7. If you would like to move forward with this candidate, click Move.
Recruiting: Job Application Overview

Forward, then select the stage you would like to move the candidate to (e.g., Recruiter Phone Screen, Assessment, Interview).

8. If the candidate is not a good fit, click Decline and select a reason from the pull-down list.

REVIEW JOB APPLICATIONS

REVIEW JOB APPLICATIONS AS A RECRUITER

From the Recruiting application:

1. Click Job Requisition under View.

2. From the Job Requisition prompt, select the job requisition you want to review.

3. Click OK.

4. Click the Candidates tab.

5. From the Candidates tab, you can review candidate statuses, application dates, job experience, and next steps. You can also take mass actions on candidates (e.g., Move Forward, Decline, Send Message).

REVIEW JOB APPLICATIONS AS AN EXTERNAL CANDIDATE

As an external candidate, you will:

1. Sign into your Candidate Home account. You will see all of your submitted applications.

2. Click on a specific application to see the status or any pending tasks associated with the application.