Workday Job Aid

Internal Apply to Job

Use this job aid to update your professional profile and apply for an internal job posting.

To learn more about Workday, find job aids and videos at http://workday.trinity-health.org.

For additional assistance, contact your Tier 1 resource, as noted on the Workday Help website.
Internal Apply to Job

Before you apply for a job, it is important to ensure your Professional Profile within Workday is up to date.

1. Log in to Workday
2. Click the icon/photo next to your name
3. Click View Profile
4. Click Career

NOTE: Approvals may be required for some items before your information will show in your profile.

FUTURE ENHANCEMENT: Trinity Health will encourage all colleagues to update their Professional Profile in early 2017. After your Profile has been created, this would be a review/update step before you apply to a job.
Internal Apply to Job

5. Click +Add next to each item you wish to add your information to; OR click Edit and then Edit or Remove to change your information.

6. Walk through the steps for the item and submit (if an item doesn’t have a Submit/Done/OK button, click your photo icon and View Profile to return to your profile screen).

7. Click through other tabs to add/edit information.

Statements
Type a summary of your talent and experience.

Job History
List your past jobs and responsibilities.

Education
List your education and degrees.

Skills
List your skills.

Projects
List and describe internal projects you have led or supported.

Upload My Experience
Upload a resume.

HINT! If you upload a resume, Workday breaks out your Education and Job History information for your profile and then walks you through a review before saving.
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8. Click the **Home icon** at the top of your screen

9. Click **Career**

10. Click **Find Jobs**

**ALTERNATE:** If Career worklet is not available, type **Find Jobs** in the search box.
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11. Click the **link of the job** you wish to apply for

**HINT:** You can filter by any of these options. Expand the item and check all boxes you wish to include in your view.
- **Hiring Manager:** The supervisor/manager for the job
- **Job Family:** Type of job (e.g., Administration, Nursing, Human Resources)
- **Job Profiles:** Job titles of available jobs
- **Organization:** The supervisor/manager for the job
- **Primary Location:** Ministry name and location
- **Time Type:** Full-time or part-time
- **Worker Type:** Employee or non-employee

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12. View the job posting; then click **Apply** to apply for the job
13. Review your information, and attach your resume and cover letter

**HINT:** You can update your Professional Profile from this link; however, you will need to restart from step 8 to apply for the job unless you click **Save for Later** at the bottom of the screen.
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14. Complete the Trinity Internal Standard Questionnaire

15. Type any comments and click Submit

16. Application is submitted; click Done

HINT: Click Save for Later to stop your application and save. You will receive an email in your Workday inbox with a link to return to your application when you’re ready.
Internal Apply to Job — Check Status

To check the status of your internal job applications:

1. Log in to Workday
2. Click Career
3. Click My Applications
4. View the Candidate Stage column for the status of your application

ALTERNATE: If Career worklet is not available, type My Applications in the search box.