Apply for Internal Job
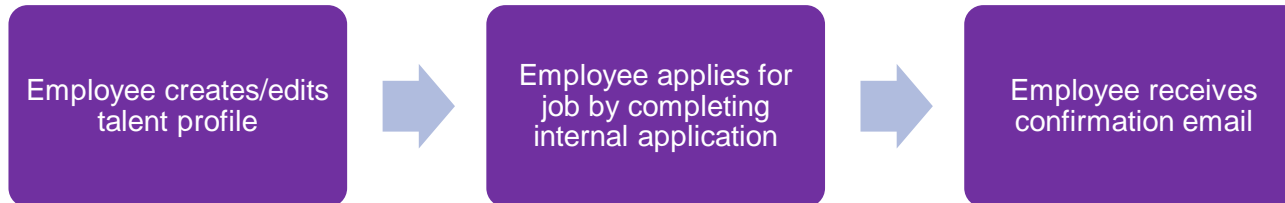*Workday Job Aid for Employees*

Overview

This job aid explains how to apply for an internal position at Montgomery College. Only current MC employees may apply for internal jobs.

Important

- Workday does not allow for edits once an application is submitted.
- If you need to edit your application, you may withdraw your application and apply again if the position is still posted.
- If you save your application for later, it will remain in your Workday Inbox until you are ready to submit.
- Workday does not allow you to submit multiple applications to the same position.
- To check for notifications on your submitted application(s), click the Workday notifications bell.

Process Flow: Apply for Internal Job

Employee creates/edits talent profile → Employee applies for job by completing internal application → Employee receives confirmation email

Apply for Internal Job
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Apply for Internal Job

1. From the Workday home page, select **View All Apps** then select the **Career** application.

2. In the Actions column, select **Find Jobs**.

   - In the search bar, enter a keyword or location.

   - On the left sidebar, search by Distance or click one or more checkboxes (e.g. Full/Part-time, Hiring Manager, Job Category, etc.) to limit your search by specific criteria.

   - On the right, browse the list of all open jobs in the company.

3. Click on the job title's blue hyperlink to view the job description, job details, and team.

4. Click **Apply** to begin your application.

5. The Apply to Job screen displays. Your current information, parsed from your talent profile, will default on the application.

   Note: If you have not created a talent profile, the information sections will be empty.

6. To update or create a talent profile, **Select Go to your profile** to update your talent profile with your external work history and additional skills.

   Note: **Once complete with updating your talent profile, you must submit your application to formally apply to the job.**

7. Repeat Steps 1-4 above.

8. Drag and drop or click **Select files** to upload the required Resume and any additional documents.

9. Complete the Questionnaire(s).

10. Click **Submit**.

Note: Your application will route to the Recruiter(s) for review. You will receive a confirmation email after you have applied to the job.

View the Status of Your Application

1. From the Workday home page, select **View All Apps** then select the **Career** application.

2. In the View column, select **MC My Applications**.

3. The My Applications screen lists the jobs to which you've applied, as well as the following information:

   - Date Applied
   - Candidate Stage
   - Department
   - Hiring Manager
   - Location
   - Recruiter

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Withdraw Internal Application

1. From the Workday home page, select **View All Apps** then select the **Career** application.

2. In the Actions column, select **Withdraw Application**.

3. In the Select Job Applications to Withdraw grid, select the **checkbox** next to the job application you'd like to apply.

4. Click **OK**.

5. Click the **Confirm** checkbox.

6. Click **OK**.

   Note: Your application is withdrawn, and you are no longer an active candidate for the job.

Create Job Alert

1. From the Workday home page, select **View All Apps** then select the **Career** application.

2. In the Actions column, select **Create Job Alert**.

3. The Create Job Alert pop-up screen displays.

4. **Name Your Job Alert** and enter a **Frequency**.

5. Additionally, you can select filters for the job alert such as:

   - Full/Part-time
   - Hiring Manager
   - Job Family
   - Job Profiles
   - Job Type
   - Primary Location
   - Management Levels
   - Organization
   - Skills

   Note: You must select at least one job filter.

6. Click **OK**.

   Note: You will receive a Workday Notification for each internal job posting that matches the details in the job alert(s) you created.