

# Jobs Hub (Submit Internal Application and Manage Candidate Information)

## Create Job Alert

The objective of this guide is to access the **Jobs Hub - Internal Apply** and complete related items such as creating job alerts and completing an application and applying for a job.

## Security Role

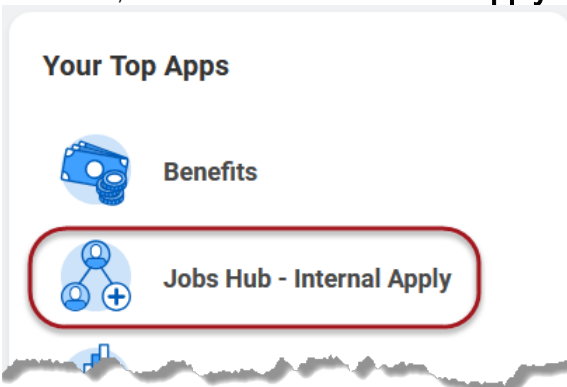
- Employee as Self

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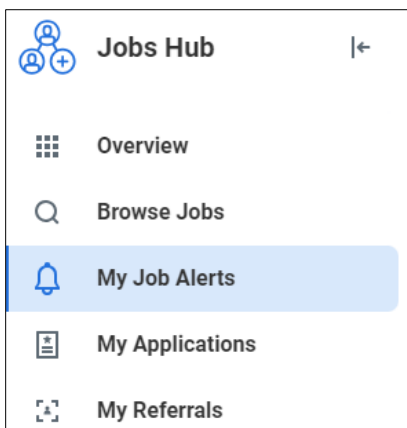
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## Create Job Alert

1. Once logged into Workday account, click **Jobs Hub - Internal Apply** app.

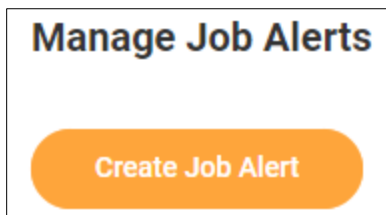


2. From menu, select **My Job Alerts**.

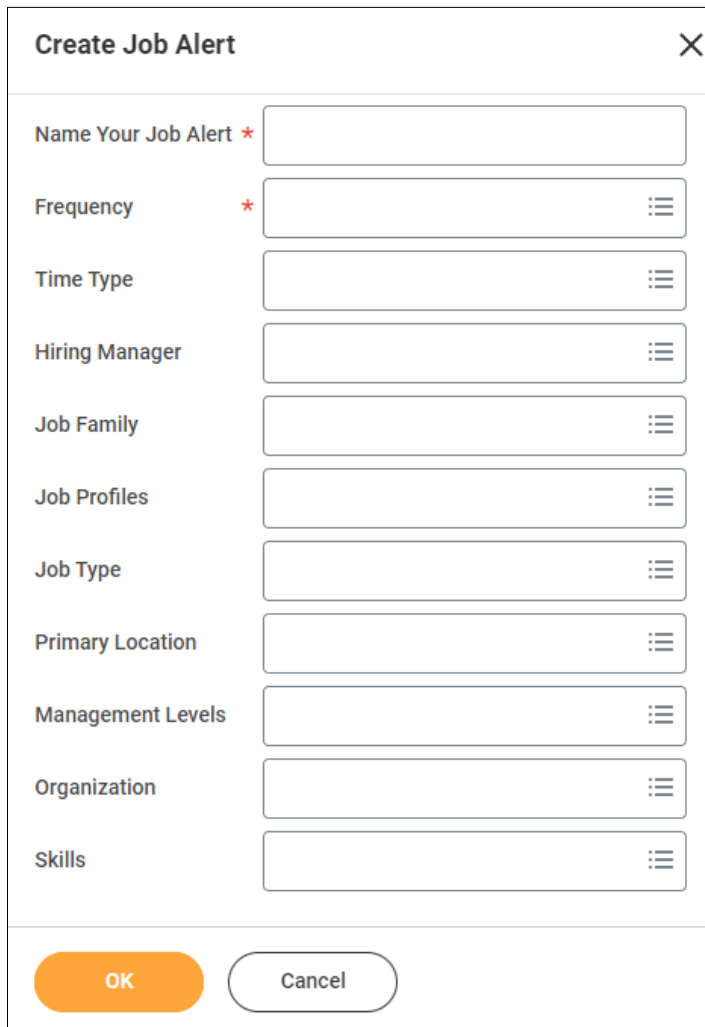


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- Under Manage Job Alerts, click Create Job Alert button.



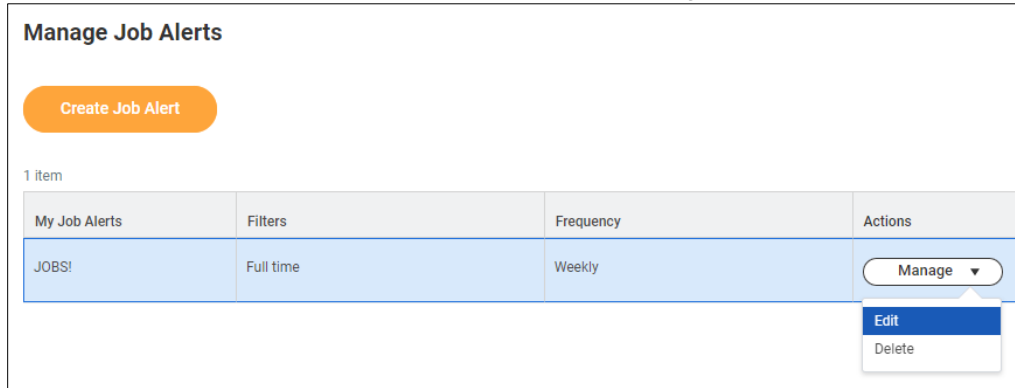
- On the Create Job Alert page, add relevant information:
  - Name Your Job Alert** – Enter a name for this specific job alert.
  - Frequency** – Select if you would like to be notified daily or weekly.
  - Complete other fields as desired to narrow your job alerts to a specific location, job type, or hiring manager. NOTE: At least one filter must be selected.

A screenshot of a "Create Job Alert" modal window. The window has a title bar with "Create Job Alert" and a close button (X). The form contains several input fields, each with a label and a red asterisk indicating it is required. The fields are: "Name Your Job Alert" (text input), "Frequency" (dropdown menu), "Time Type" (dropdown menu), "Hiring Manager" (dropdown menu), "Job Family" (dropdown menu), "Job Profiles" (dropdown menu), "Job Type" (dropdown menu), "Primary Location" (dropdown menu), "Management Levels" (dropdown menu), "Organization" (dropdown menu), and "Skills" (dropdown menu). At the bottom of the modal, there are two buttons: an orange "OK" button and a white "Cancel" button with a grey border.

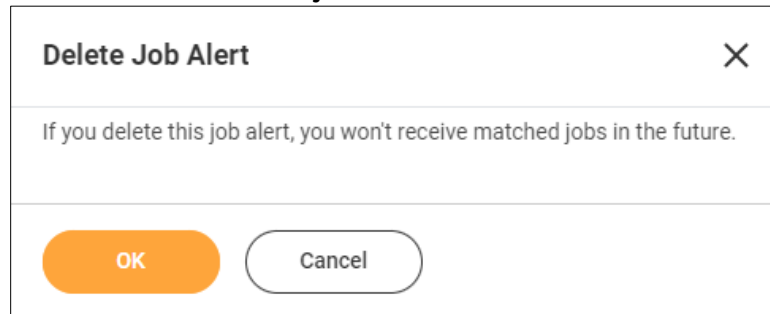
- Click **OK**.

## Manage Job Alerts

7. In Manage Job Alerts, find desired job alert and select **Manage** under Actions.

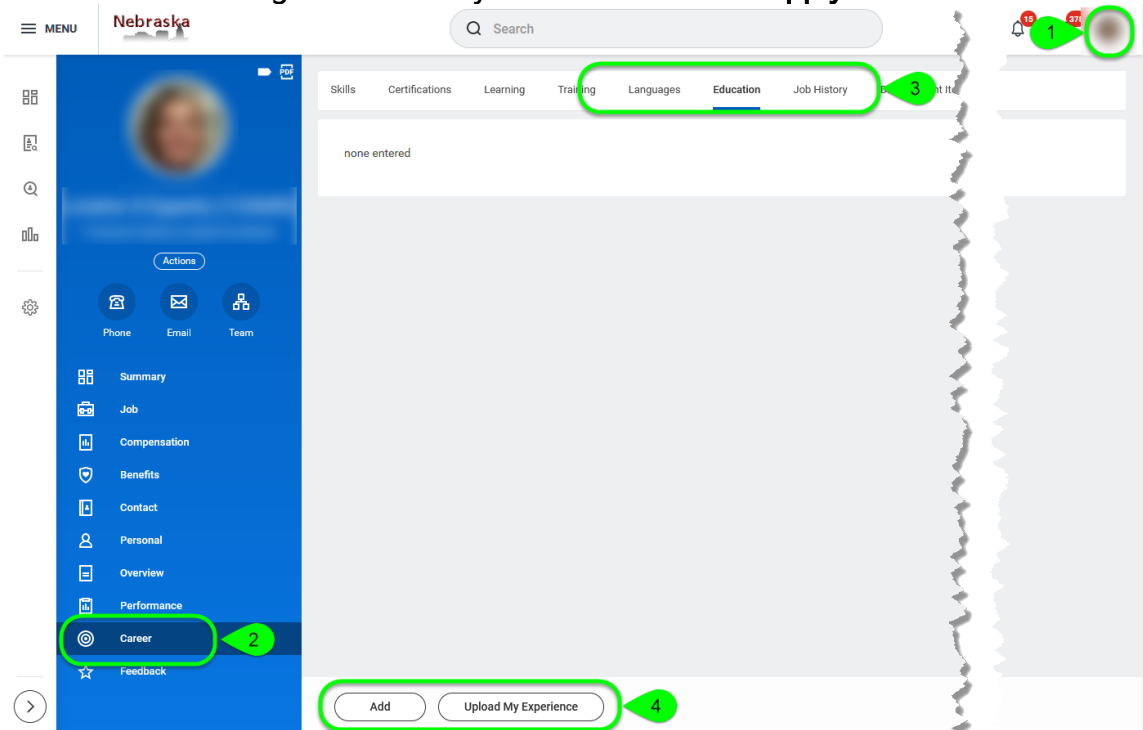


- a. Select **Edit** to edit details in job alert.
  - i. Edit applicable details and click **OK**.
- b. Select **Delete** to delete job alert.
  - i. Click **OK** to confirm deletion of job alert.



## Update Career Section of Worker Profile

Maintaining information in this section of your Worker Profile will allow it to populate on future job applications submitted through the Workday **Jobs Hub - Internal Apply**.



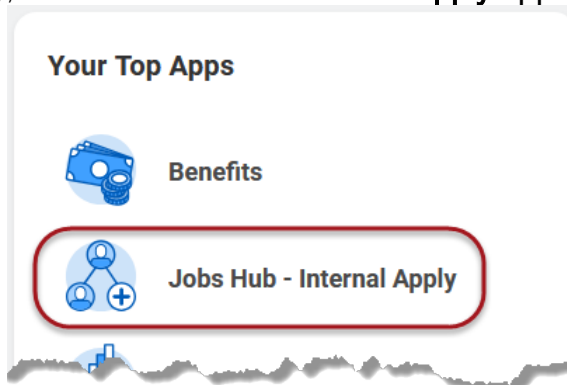
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8. Access the person icon, or your photo icon, in the upper right-hand corner, then click **View Profile** (1)
9. Click **Career** in the blue section (2).
  - a. In this section you can add information related to your job history, education, training, and skills.
10. Click on **Job History** in the top bar of the page.
  - a. In this section add any current and previous work experience.
  - b. Click on **Add** to put any job history experience on to your profile.
  - c. Once all information has been added click **Submit**.
  - d. Repeat as many times as necessary to add all information.
11. Click on **Education**, found next to Job History
  - a. In this section you can add any education you've attained, such as high school, associate degree, bachelor's degree, master's degree, and PHD.
  - b. Click on **Add** to put education history on to your profile.
  - c. Once all information has been added, click **Submit**.
  - d. Repeat as many times as necessary to add all information.
12. Complete other applicable fields that you find would best fit the positions you are applying to.
  - a. Follow the process of:
    - i. Click on **Add** to put information on to your profile.
    - ii. Once all information has been added click **Submit**.
    - iii. Repeat as many times as necessary to add all information.

## Submit Internal Application

### NOTES:

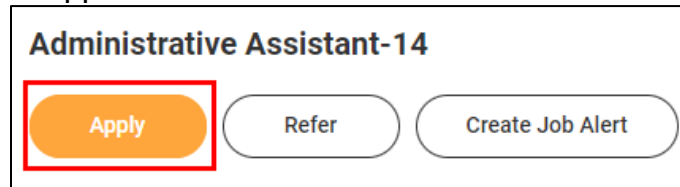
- Current State teammates submit job applications for any State of Nebraska jobs through the Workday **Jobs Hub - Internal Apply!** Internal candidates should **NOT** apply through the external career site.
  - To view a short video on applying as an Internal Applicant, click Internal Apply Video in the Suggested Links section on the left.
13. Once logged into Workday, click the **Jobs Hub - Internal Apply** app.



14. From the menu, select Browse Jobs.
15. Scroll through available jobs OR use search bar or filters to narrow search results.
16. Click on job posting to review related details.

## Jobs Hub (Submit Internal Application and Manage Candidate Information)

17. Click **Apply** to submit application.



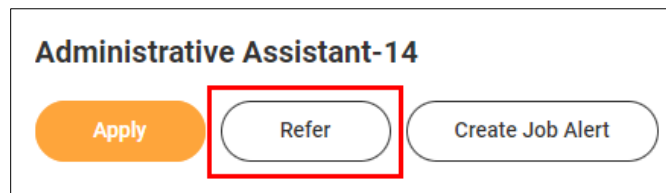
18. If job history, education, certifications, and other pertinent information has been added to the Career Section of the Worker Profile, it will default on the application. If it does not default, it must be manually entered on the application.

**NOTE:** Information must be entered and appear on the application for it to be considered as part of the application for the job. If it does not appear here, it has not yet been included as part of your application.

19. Upload **resume** as desired or applicable.
20. Record responses to required **questionnaires**.
  - a. Be sure to add your preferred contact information in the related question so recruiters can reach you about the opportunity.
  - b. Review the application terms and conditions in the related question and respond accordingly. Note: if you decline the terms and conditions, your application will not be considered further.
21. Double check your application for completeness. There is not a review screen; clicking submit will submit your application. **NOTE:** If your application appears blank, it will be submitted that way, which may result in it not being considered further if it does not reflect the required minimum qualifications.
22. Click **Submit**.

## Refer a Candidate

23. Once logged into Workday account, click **Jobs Hub - Internal Apply** app.
24. From the menu, click **Browse Jobs**.
25. Click the desired job.
26. Click **Refer** button.



27. Complete the required **Referral Details**, including the **First Name**, **Last Name** and **email address** of person being referred, as well as any other applicable details.
28. Select how you know the person in the **Relationship** field.
29. Enter any applicable **comments**.
30. Click **Submit**.
  - a. Once submitted, the referred person will receive an email with information about the job and instructions to apply.

## View My Applications

31. Once logged into Workday account, click **Jobs Hub - Internal Apply** app.
32. From the menu, click **My Applications**.

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33. Review list of **Active** applications, including application status.
  - a. Click **Inactive** tab to review inactive applications, including final status.

### Candidate Self-Schedule Event for Interview

34. One logged into Workday account, click **My Tasks**.
35. Find **Candidate Self-Schedule Event for Interview** task.
36. Click in the **Event Date** field and select a date for your interview.
37. Once a date is scheduled, available times will populate. Select a **time** for your interview by checking the box next to the desired time.
38. Add a **comment**, if desired.
39. Click **Submit**.

### My Scheduled Recruiting Events

40. Once logged into Workday account, click **Jobs Hub - Internal Apply** app.
41. From the menu, click **My Scheduled Recruiting Events** under the Suggested Links.
  - Note: if this does not populate under suggested links, you can also access this by typing “**My Scheduled Recruiting Events**” into your search bar and clicking on the report of this name.
42. Review scheduled interview details. Note: only future interviews will show on this screen.
43. If needed, click **Reschedule** or **Cancel**.
  - a. Clicking **Reschedule** will allow you to select a new date or time for your interview.
    - i. Click in the **Event Date** field and select a date for your interview.
    - ii. Once a date is scheduled, available times will populate. Select a **time** for your interview by checking the box next to the desired time.
    - iii. Add a **comment** for the Recruiter with the reason why you need to reschedule your interview.
    - iv. Click **OK**.
  - b. Clicking **Cancel** will cancel the interview event.
    - i. Add a **comment** for the Recruiter with the reason why you are cancelling your interview.
    - ii. Click **OK**.

### Accept Offer of Employment

Once an offer is sent to you, you will receive an email that a “change job offer of employment is awaiting your review and acceptance within Workday.” The email will contain links for the following:

44. Once logged into Workday account, click **My Tasks**.
45. Review Change Job Offer Letter.
  - a. Click link to PDF within task to review the offer letter.
  - b. Check the box next to I agree.
  - c. Click **Submit**.