WONTGOMERY COLLEGE Using the Jobs Hub Workday Job Aid for Employees

Overview

The Career application that currently appears on your main Workday menu will be transitioned to a new **Jobs Hub** application. This new application will provide Internal employees a personalized experience to access job openings, job alerts, and referrals, all in a centralized location.

Accessing the Jobs Hub Application

- 1. Log into Workday.
- 2. Click the menu button \square to see a list of apps.
- 3. Click the Jobs Hub app.
- 1. Under the Jobs Hub Application, following tabs are shown.

Jobs Hub



Overview

1. The Overview page shows **Recently Added Jobs**. Click the right arrow to view job listings on the next page.

Temporary - Art Model All current Montgomery College employees must upload a copy of resume/CV. PLEASE	Public Safety Officer II (Cpl) All current Montgomery College employees must upload a copy of resume/CV. PLEASE
Maryland - Montgomery County	Maryland - Montgomery County
Part time	Full time
Ξ R4820	Ξ R4191

2. Scroll down the page to view your Recent Applications and any other applications.

Browse Jobs

- 1. On this page, you can discover open jobs. You can also narrow your search using the available filters.
- 2. The **Browse Jobs** page shows you all available jobs for hire. Click the right arrow to advance to the next page or the left arrow to go to a previous page.



3. To search all jobs click the magnifying glass and enter your search keywords or job title. Click **Search**.

Jobs 1 - 15 of many results	Ŧ
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4. To filter the jobs, click the four lines and enter the filter information. Click **Done** or **Clear Filters**.

Jobs	1 - 15 of many results	Q =
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5. You can apply to a job from this page

80 80	Jobs Hub	÷	Q. Search All Jobs	Jobs 1 - 15 of many results		
	Overview Browse Jobs My Job Alerts My Applications		Search Filters Clear Filters Primary Location Q	Temporary - Art Model All current Montgomery College employees must upload a copy of resume/CV, PLEASE REFER TO JO @ Maryland - Montgomery County P Per time	Public Safety Officer II (Cpl) All current Montgomery College employees must upload a copy of resume/CV. PLLASE REFER TO JO Maryland - Montgomery County	Student Information Systems Specialist II (Financial Ald) All current Montgomery College employees must upload a copy of resums/CV.PLASE REFER TO JO Maryland - Mongomery County
di ^s	Suggested Links Click to Access Job	~	Location Q Hiring Manager	Job Reg ID: R4820	Dob Req ID: R4191	Full time Job Reg ID: R4550 View_Job
			Q Job Family Q Job Category Q	Part-time Faculty WDCE Information Technology Instructor All current Montgomery College employees must upload a copy of resume/CV. PLEASE REFER TO JO Warylaad - Mangamery County Analysis Technology	Learning Center Manager All current Montgomery College employees must upload a copy of resuma/CV. PLEASE REFER TO JO Market - Montgomery County En Lint time	Part-time Faculty English & Reading instructors All current Montgomery College employees must upload a copy of resume/CV. PLEASE REFER TO JO Whaylang - Montgomery 1 County 1
	2		Job Profile	Job Reg ID: R4783	Job Reg ID: R4489	Job Reg ID: R4180

- 6. Click on any job you would like to apply.
- 7. A new window opens with information of the job and the **apply** button.
- 8. Click **apply** to apply to job.
- 9. Under Experience click Add to enter you experience

Company	Search :=
If you can't find the Company Name, check this box and enter it manually	
Title	7
Location	
Start Date	· ₩//DD/YYYY Ê
End Date	NH/DD/YYYY 🖻
Currently Work Here	
Responsibilities and Achievements	
Remove	
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10. Click **Remove** to delete previously added experience.11. Similarly add **Education**, **Certification**, and **Language**



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Certifications			
Add	_		
Language	ß		
Add			

- 12. Once this information added it auto populates based on job profile created on your next application(s). Edit if required.
- 13. Upload your resume/ cover letter or other relevant documents and answer primary questionnaire.
- 14. Click **Submit.** You have now applied to the job.
- 15. Or **Save for Later** to be saved in draft to be submitted for later.
- 16. You can find **Save for Later** applications from **My Task** on top right corner of the workday page
- 17. To check for notifications on your submitted application(s), click on the bell located on the top righthand corner of your Workday home account.

My Applications

The **My Applications** page shows all active, inactive job applications, view relevant information, take action and complete tasks. All applications are separated by status, i.e. draft, submitted applications and inactive applications.

My Applications	>
Overview	
Browse Jobs	
My Job Alerts	
My Applications	~

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Last Edited Date	Job Title	Job Requisition	Application Status	Supervisory Organization	Location	Hiring Manager	Recruite
03/04/2024	Temporary - Art Model	R4820 Temporary - Art Model	Not Submitted	JM - Visual and Performing Arts, TPSS (Pablo Callejo)	IP/SS - Cafritz Foundation Art Center	Pablo Callejo	Joshua i



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ctive (1) Inactive (5)							
Submitted Date	Job Title	Job Requisition	Application Status	Supervisory Organization	Location	Hiring Manag	
03/07/2022	Administrative Aide II (S03609)	R3338 Administrative Aide II (S03609)	Not Under Consideration	CW Dean-Student Engag-TPSS Stu Svcs (Surayya Johnson)	Ø GT - Dr. DeRionne P. Pollard Student Affairs and Science Building	Surayya John	
02/08/2022	Executive Associate I (\$03521)	R3210 Executive Associate I (S03521)	Under Consideration	Public Safety, Health & Emergency Management (Adam Reid)	OC - Central Services	Adam Reid	

- 1. You can either Proceed or remove applications in the **Draft** status.
- 2. Applications that have been **submitted** can be either **viewed** or **withdrawn**.
- 3. Applications that have been **withdrawn**, **rejected** or are **ready for hire** appear under the **Inactive** tab.
- 4. For any applications that require an action from you, a task is assigned, which can be viewed under the **My Tasks** column of the **Draft** or **Submitted Applications** table.

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	Application Status	Supervisory Organization	Location	Hiring Manager	Recruiter	My Tasks	Manage Application
el	Not Submitted	JM - Visual and Performing Arts, TPSS (Pablo Callejo)	ITP/SS - Cafritz Foundation Art Center	Pablo Callejo	Joshua Feranil	1	Continue Application

My Job Alerts

The **My Job Alerts** page allows you to Manage Job Alerts and create job alerts.

1. Click on My Job Alerts from the menu under Jobs Hub.

My Job Alerts	^
Overview	
Browse Jobs	
My Job Alerts	~

- 2. Click Create Job Alert.
- 3. A Create Job Alert pop-up screen will appear.
- 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.



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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.



Create Job Alert		×
Name Your Job Alert *		^
Frequency *	:=	
Company	:=	
Time Type	:=	
Hiring Manager	:=	
Job Family	:=	
Job Profiles	=	
Јођ Туре	:=	
Primary Location	:=	
Location Country	:=	
Management Levels	:=	
Organization	:=	
Skills	:=	-
	Cancel	

Suggested Links

The link under Suggested Link provides access to the Jobs Hub job aid. It opens in a new window.

1. Click **Suggested Links**.