

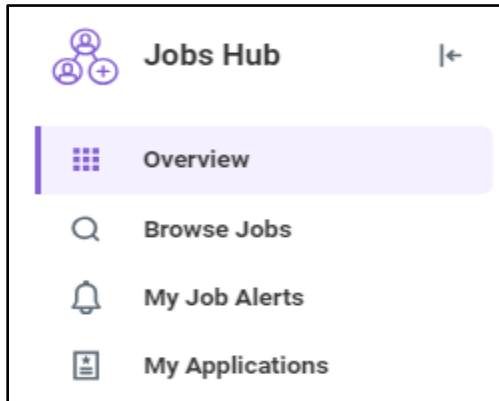
Overview

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

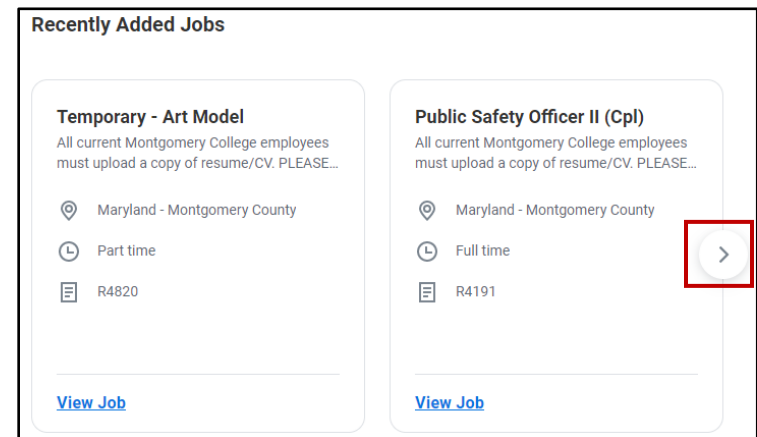
1. Log into Workday.
2. Click the menu button  to see a list of apps.
3. Click the Jobs Hub app. 

1. Under the Jobs Hub Application, following tabs are shown.



Overview

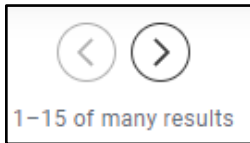
1. The Overview page shows **Recently Added Jobs**. Click the right arrow to view job listings on the next page.



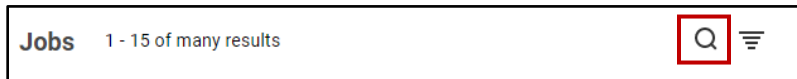
2. Scroll down the page to view your Recent Applications and any other applications.

Browse Jobs

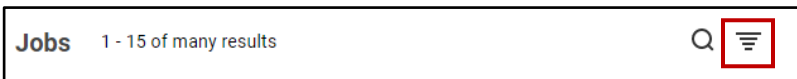
1. On this page, you can discover open jobs. You can also narrow your search using the available filters.
2. The **Browse Jobs** page shows you all available jobs for hire. Click the right arrow to advance to the next page or the left arrow to go to a previous page.



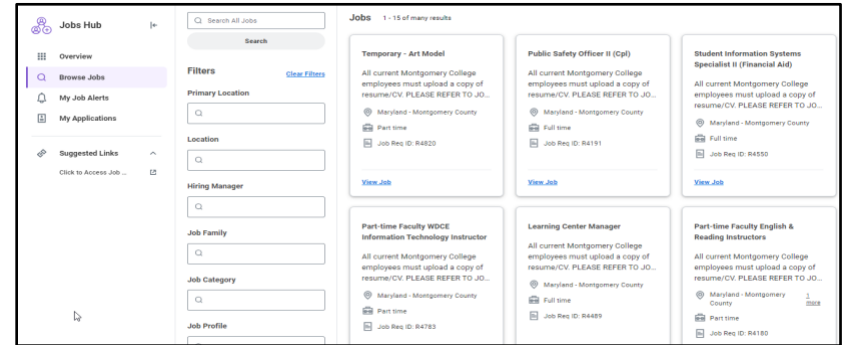
3. To search all jobs click the magnifying glass and enter your search keywords or job title. Click **Search**.



4. To filter the jobs, click the four lines and enter the filter information. Click **Done** or **Clear Filters**.



5. You can apply to a job from this page



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



10. Click **Remove** to delete previously added experience.
11. Similarly add **Education**, **Certification**, and **Language**

Certifications

Language

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.

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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 ✓

Active (1) Inactive (5)

Drafts 1 item

Last Edited Date	Job Title	Job Requisition	Application Status	Supervisory Organization	Location	Hiring Manager	Recruiter
03/04/2024	Temporary - Art Model	RA820 Temporary - Art Model	Not Submitted	JM - Visual and Performing Arts, TPSS (Pablo Callejo)	TP/SS - Cafritz Foundation Art Center	Pablo Callejo	Joshua F

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

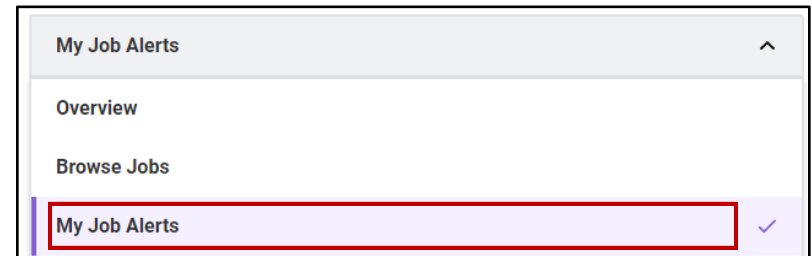
1. You can either Proceed or remove applications in the **Draft status**.
2. Applications that have been **submitted** can be either **viewed** or **withdrawn**.
3. Applications that have been **withdrawn, rejected** or are **ready for hire** appear under the **Inactive** tab.
4. For any applications 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.

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



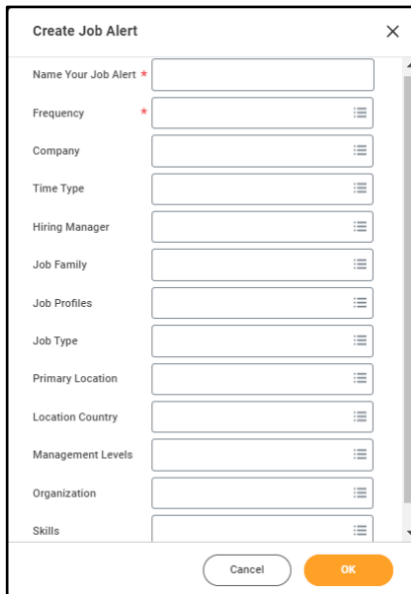
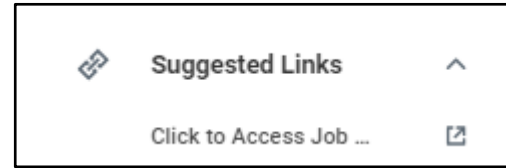
2. Click **Create Job Alert**.
3. A Create Job Alert pop-up screen will appear.
4. Name **Your Job Alert** and enter a **Frequency**.
5. Additionally, you can select filters for the job alert such as:
 - Full/Part-time
 - Hiring Manager
 - Job Family
 - Job Profiles
 - Job Type
 - Primary Location
 - Management Levels
 - Organization
 - Skills

Note: You must select at least one job filter.

Using the Jobs Hub *Workday Job Aid for Employees*

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.



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**.