


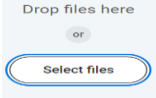



INTERNAL APPLICANT APPLYING FOR POSTED POSITIONS

Workday makes the process of applying for positions as an internal applicant simple. Log in to Workday using your University credentials and follow these simple steps.

Civil Service applicants must populate the field of the application with all of their experience

USING THE JOB HUB

1. Go to the Job Hub in Workday Applications, click on related actions, top left corner  .  **Jobs Hub**
2. Once in the Job Hub you can see Recently Added Jobs. If you click on Overview, you can Browse Jobs and Review your Past Applications.
3. Select the job(s) you wish to review by clicking View Job [View Job](#) .
4. Review the position and information regarding the position. Click apply to complete an application  .
5. Instructions are posted at the top. Each section is editable. Anything with a red asterisk ***** is required. Note: Workday will pre-populate your application with any previously entered information. Be sure to review any pre-populated fields for accuracy and completeness. Civil Service applicants must complete the experience section so that current job information is available.
6. Use the Resume/Cover Letter to attach any applicable documents. Click select file and choose the file you wish to add. Multiple documents can be added. Guarantee you are submitting everything listed as required in the job posting. 
7. Read all the questions listed and answer.
8. Add comments as necessary.
9. You can now Submit, Save for Later, or Cancel. If you Save for Later, it will show in your Recent Applications in the Job Hub. You can continue the application as desired. Clicking the related actions allows you to delete or withdraw your application 



Note: For additional support, contact the UNO HR department.