

Find Jobs and Apply (Internal Candidates)

From the Career worklet:

1. Click **Find Jobs** under Actions.
2. View the open positions on the page or use the filters on the left to narrow your search. You can also enter keywords in the search field to find relevant positions.

Filter By

▼ Hiring Manager

- MARIA MONROIG (463210) (9)
- CHARLENE HILLIARD (4210... (8)
- LARRY BATTLE (424994) (6)
- ERIC TAYLOR (419773) (6)
- ERIC GORDON (493829) (5)

▼ Job Family

- Reading (6)
- Security (4)
- Secondary - Substitute (4)
- Professional Driver (4)
- K-8 Substitute (4)

▼ Primary Location

- Administration (23)
- Max S Hayes (4)
- James Ford Rhodes (4)
- Almira (4)
- Ridge Road Depot (3)
- Washington Park Garden (2)
- St Ignatius Elementary (2)
- Lake Center Depot (2)
- East Tech/New Tech East (2)

3. You can click **Clear All** to deselect all of the filters applied.
4. Select the position for which you want to apply.

5. Click **Apply**. As an internal candidate, your application will auto-populate with your Professional Profile and allow you to attach a resume.
6. Scroll down and answer any questionnaire questions.
7. Click **Submit** > **Done**.



Note: Any additional edits made to your Professional Profile following the submission of your application will not be reflected on your application. Only the information and attachments present at the time of submission are included.

View My Applications

From the Career worklet:

Click **My Applications** under View. From here you will be able to see the date you applied for the position, the Candidate Stage you are in, and additional information about the position you applied for.

Interviews and Entering Interview Results

You will receive an action in your Inbox when you are assigned to interview a candidate for an open position within your company. Scheduling and details regarding the interview activity are specific to your company's procedures and business processes. Once you have completed the interview, you will need to follow these steps to submit your interview results in Workday.

From your Inbox:

1. Under the **Actions** tab, select the Interview task you have been assigned (i.e., Interview: Arwyn Wright – Consultant).
2. Use the **Comment** field to add interview feedback.
3. Click **Submit** to send your results.

Refer a Candidate

From the Career worklet:

1. Click **Refer a Candidate** under Actions.
2. Enter the Candidate’s first and last name.
3. Enter a contact email or phone number.
4. Select open Jobs or Job Areas in the Referral Details section. Use the **Prompt** icon to browse, or enter a job requisition number or keyword to search.

Referral Details

Jobs

Job Areas

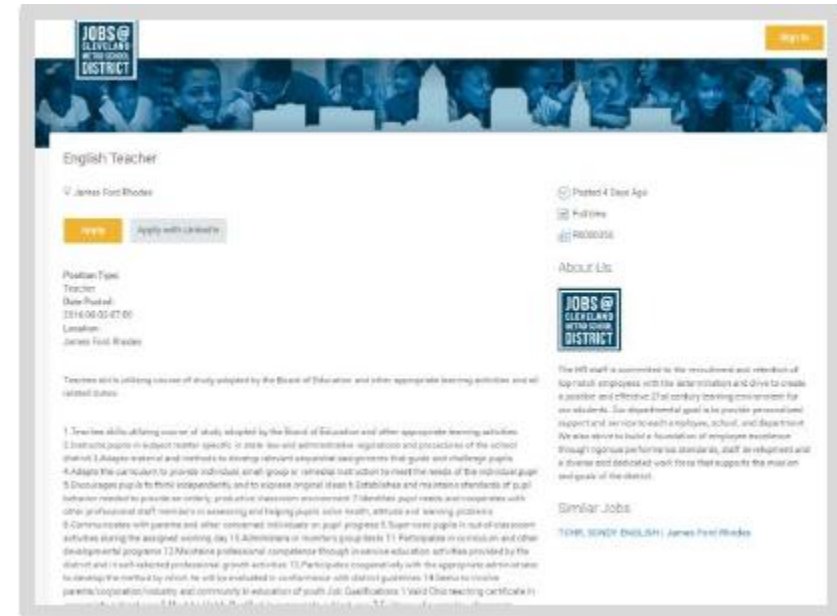
5. Add additional information or attachments that would be helpful for the Recruiters and Hiring Managers in the sections provided.
6. Click **Submit**.
7. Click **Done**.

View My Referrals

From the Career worklet:

Click **My Referrals** under View. Here, you can view the candidate’s name, the specific position you referred them for, the stage in the recruiting process, personal notes you entered, and other job details about the submission.

Apply from an External Job Posting Site (External Candidates)



1. Navigate to the CMSD Job Board.
2. Select the position for which you want to apply.
3. Click **Apply**.
4. Enter your contact information in the specified fields.
5. Click **Next**.
6. Enter work experience, skills, social networks and upload any documents, including a resume and cover letter.
7. Click **Next**.
8. Agree to the terms and conditions and click **Next**.

Review your application and click **Submit**. A pop-up box informs you that you have successfully submitted your application.