Find Jobs and Apply (Internal Candidates) Job Family From the Career worklet: Click Find Jobs under Actions. 1. Reading (6) 2. View the open positions on the page or use the filters on the left Security (4) to narrow your search. You can also enter keywords in the search field to find relevant positions. Secondary - Substitute (4) Professional Driver (4) Filter By Q search K-8 Substitute (4) ≣ Primary Location Hiring Manager Administration (23) MARIA MONROIG (463210) (9) Max S Hayes (4) CHARLENE HILLIARD (4210... (8) James Ford Rhodes (4) LARRY BATTLE (424994) (6) Almira (4) ERIC TAYLOR (419773) (6) Ridge Road Depot (3) ERIC GORDON (493829) (5) 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.



Career:

- **5.** Click **Apply**. As an internal candidate, your application will autopopulate 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.

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:

- 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.

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.



Career:

Employee: Applicants

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.
- 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)

| English Teacher | |
|--|---|
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- 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.

