If you are applying to UVA as external candidate, use this job aid to better understand the process of creating an account and completing your online application.
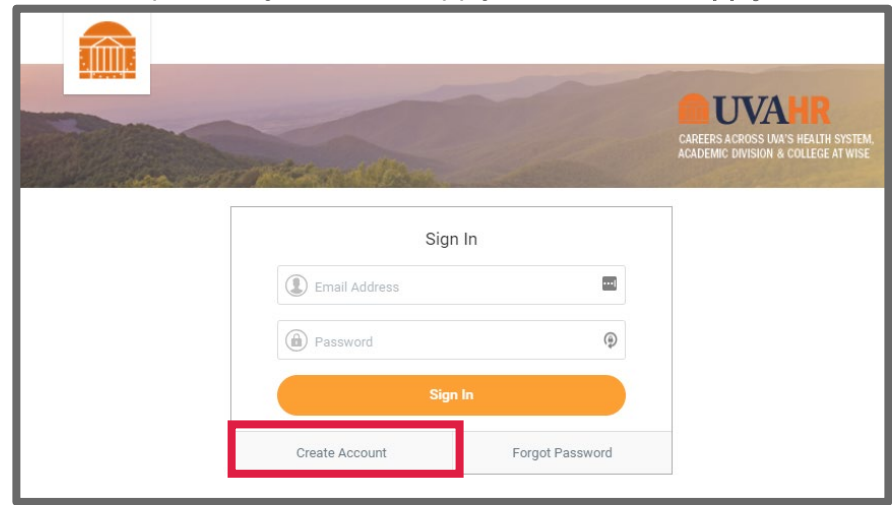
Tasks

Creating an Account

When first applying for a job at UVA, you must create an account. To do this:Find a position you wish to apply for, then click **Apply**.

1. On the next screen, select **Create Account**.

2. Enter your email address.

3. Create a password, then enter it in the **Password** and **Verify New Password** fields.

Note: Passwords must include:
- An alphabetic character
- A special character
- A lowercase character
- An uppercase character
- A numeric character
- A minimum of 8 characters

4. Click the **Create Account** button.

A verification email will be sent to the email address you entered. You must **allow** the link to be active and **click the link** in the email to activate your account.

After clicking the link, a sign in page will appear. Sign in using your email address and the password you created.

Applying for a Job

After creating an account, you can now apply for a job at UVA.

1. Find a position you wish to, then click **Apply**.

2. Sign in using your **email address** and **password**.

3. After signing in, the first screen that will appear is **Quick Apply**. On this screen you have the option of uploading your resume/CV. Workday will then automatically parse your work experience, education, and skills from your resume into your candidate profile. If you choose to use Quick Apply, it is critical to carefully review each field of your job application before submission as all of the data from uploaded documents may not translate to the job application.

4. Click **Next**.

5. Complete the required fields on the **My Information** screen. If you used Quick Apply, verify that the information automatically entered is correct, then complete any remaining fields.

> **Note:** It is imperative that we have your correct email address entered in the application.

6. Click **Next**.

7. Complete the work experience and education fields on the **My Experience** screen. If you used Quick Apply, verify that the information automatically entered is correct, then complete any remaining fields. If you did not upload a resume/CV on the Quick Apply screen, you can do that here.

8. Click **Next**.

9. Complete the questions on the **Application Questions** screen. Note that all questions are required.

10. Click **Next**.

11. Complete the questions on the **Personal Information** screen. Note that you must acknowledge that you have read and consent to the terms and conditions before continuing.

12. Click **Next**.

13. Complete the questions on the **Self Identify** screen.

14. Click **Next**.

15. Review your information on the **Review** screen. If the information is correct, click **Submit** to submit your application for the job.

Completing a Draft Application

After starting an application, if you do not have time to finish it, the application will be automatically saved under Draft Applications on the Candidate Home screen. After clicking the manage drop-down, then continue application, you can complete the application, view the draft application, or delete the application.

1. Log back into the applicant site in Workday using the username and password you created in section 1.

2. Click on the **Candidate Home** link.

3. Click the **Manage** drop-down beside the draft application you wish to complete under **Draft Applications**.
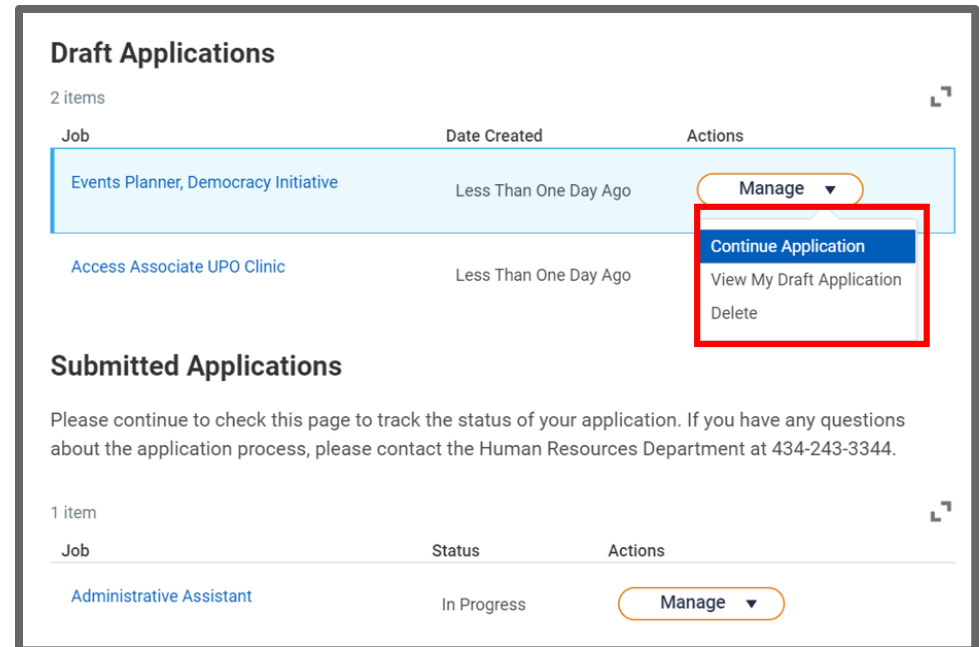
4. Select an option from the list of options on what you wish to do with the application.

5. If you select **Continue Application**, you will see a progress bar as you navigate through the rest of the application.

6. Once the application is complete, click **Submit**.

The application will now appear in your Candidate Home under Submitted Applications.
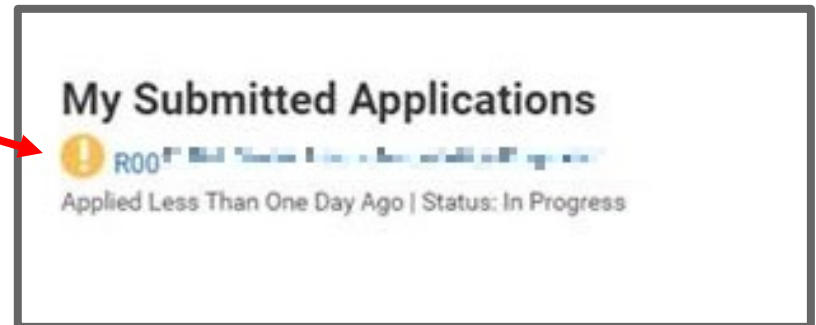
Accepting a Job Offer

After applying for jobs, and participating in the interview process, view your profile regularly to see if you've been offered the job.
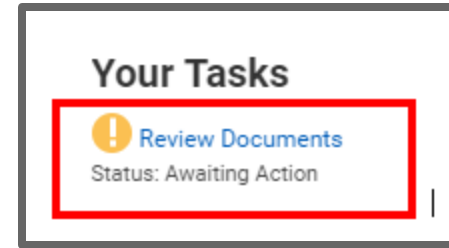
1. Sign in using your **email address** and **password**.

2. Click on **Candidate Home**.

3. If you are offered the job, you will see an **exclamation point** in front of the application you submitted.
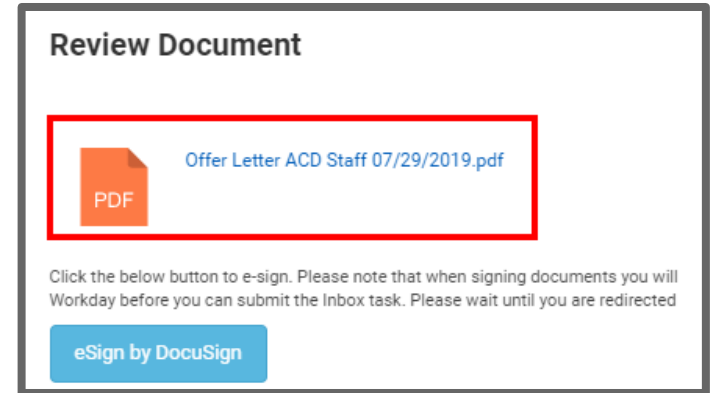
4. Click on the **Job Application**.

5. Click on **Review Documents**.

Your Tasks

⚠ Review Documents
Status: Awaiting Action

6. Click on the **Offer Letter** link.

7. Review the offer.

Review Document

PDF   Offer Letter ACD Staff 07/29/2019.pdf

Click the below button to e-sign. Please note that when signing documents you will Workday before you can submit the Inbox task. Please wait until you are redirected

eSign by DocuSign

8. To accept the offer, click the blue **eSign by DocuSign** button.

9. Click the '**I agree to use electronic records and signatures**' checkbox.

Please read the Electronic Record and Signature Disclosure.
☐ I agree to use electronic records and signatures.
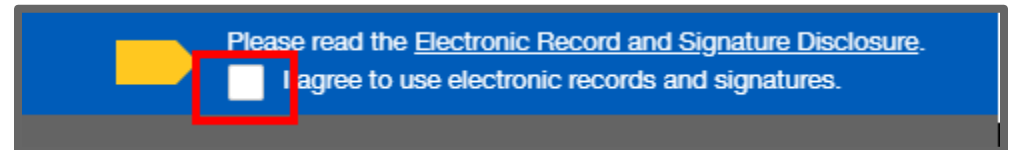
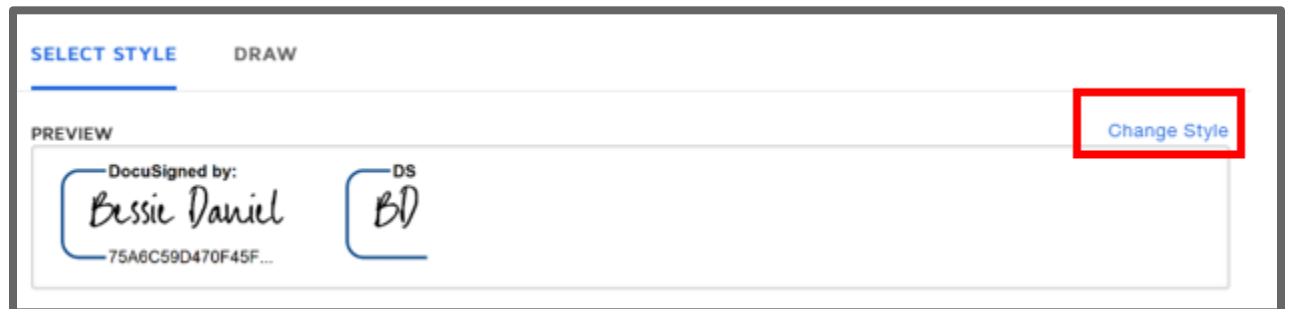10. Click the **Continue** button.

CONTINUE

11. Click **Start** (located at the top left of the offer letter).

12. The screen will scroll down to the signature line. Click the **Sign** down-arrow.

13. A pop-up window displays, which allows you to change your style if desired, by clicking the **Change Style** link.
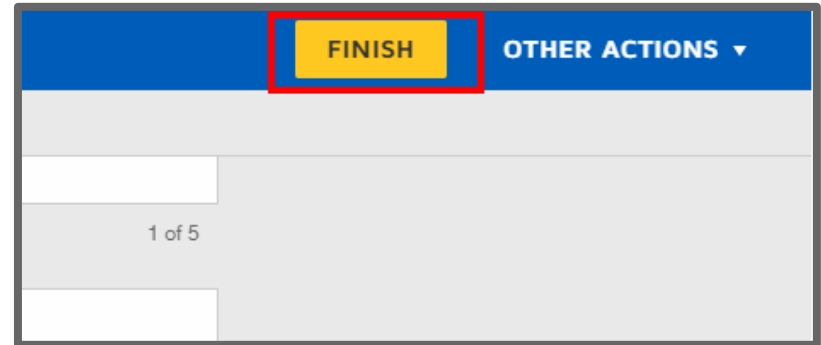
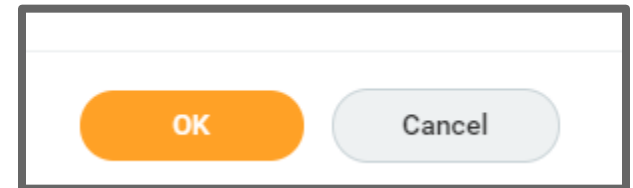14. If you wish to accept the offer, click the **Adopt and Sign** button.

15. Click **Finish** in the top right-hand corner.

16. Click **OK**.

17. After clicking the OK button, your acceptance will go back to the appropriate person for processing.
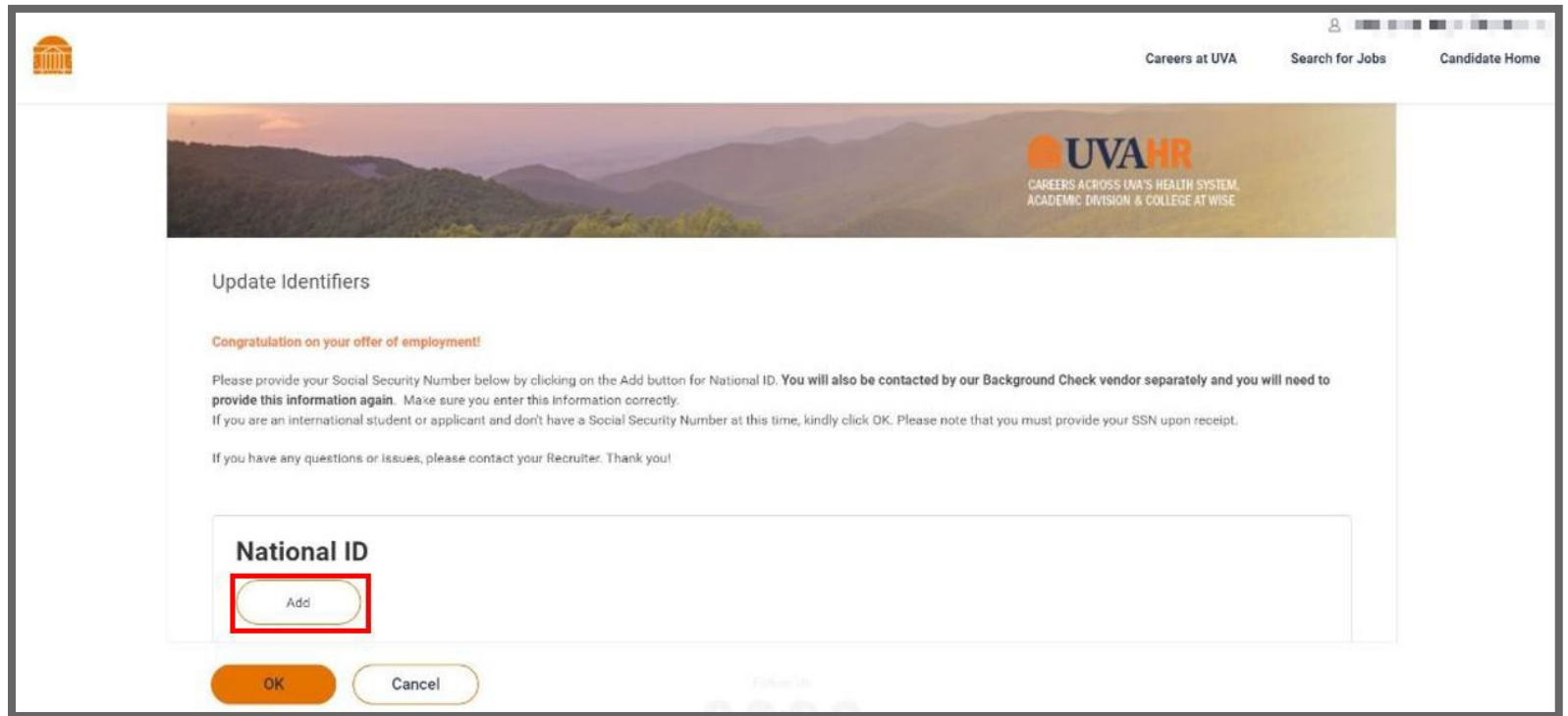
Update Personal Information

After accepting the job, and eSigning the Offer, view your candidate home regularly to see if you have more tasks to complete. You will receive two review tasks to update personal information.

1. From your candidate home screen, click on the first Review with an exclamation point.
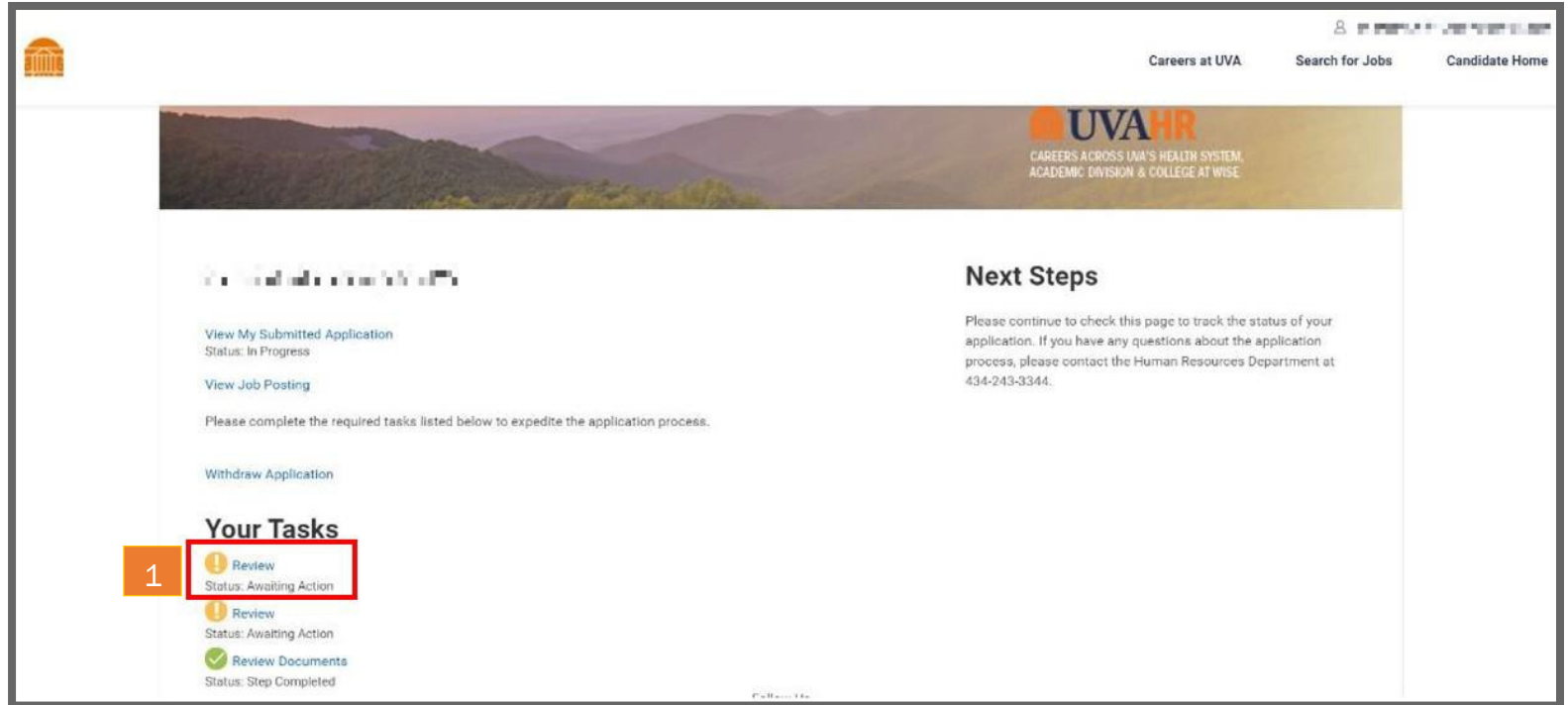
2. Click the Add button under National ID.

3. Using the drop-down in the Country field, enter your country.

4. Using the drop-down in National ID Type, enter your National ID Type.

5. Enter your Identification Number in the Identification Number field.

6. If applicable, enter an Issued Date and Expiration Date.
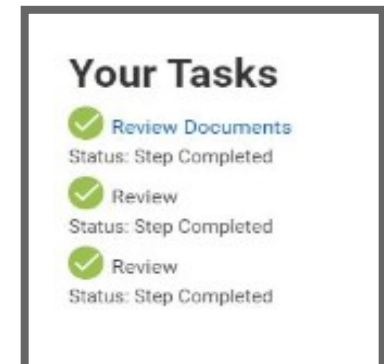
7. Click the OK button.

8. Once you click the OK button, the next request to Update Personal Information will display.

9. Enter your Date of Birth in the format MM/DD/YYYY.

10. Click the OK button.
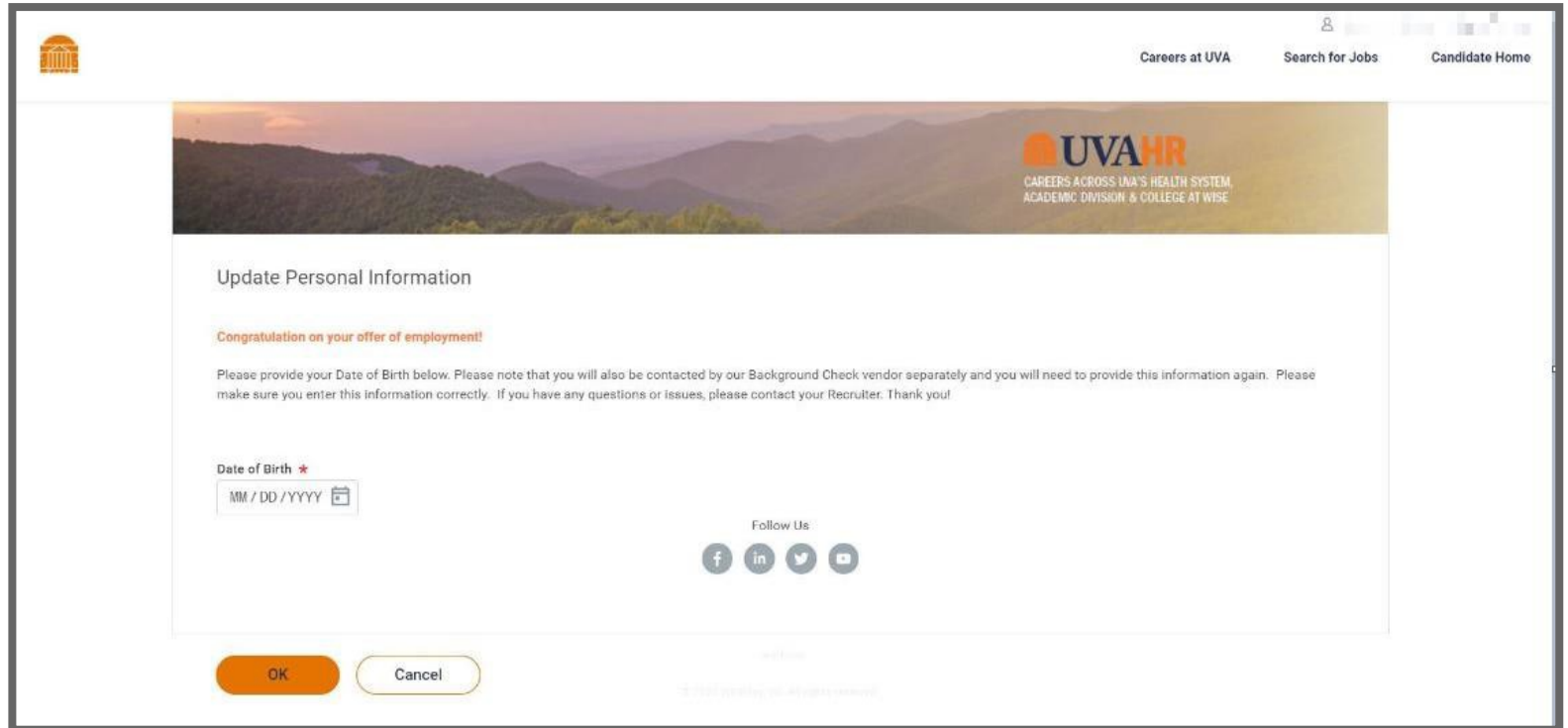
11. After you complete all your tasks, you will see three green check marks beside each task.

Withdrawing a Submitted Application

After applying for a job, follow these steps if you wish to withdraw your application.

1. Log back into the applicant site in Workday using the username and password you created in section 1.

2. Click on the **Candidate Home** link.

3. Click the **Manage** drop-down beside the submitted application you wish to withdraw under **Submitted Applications**.
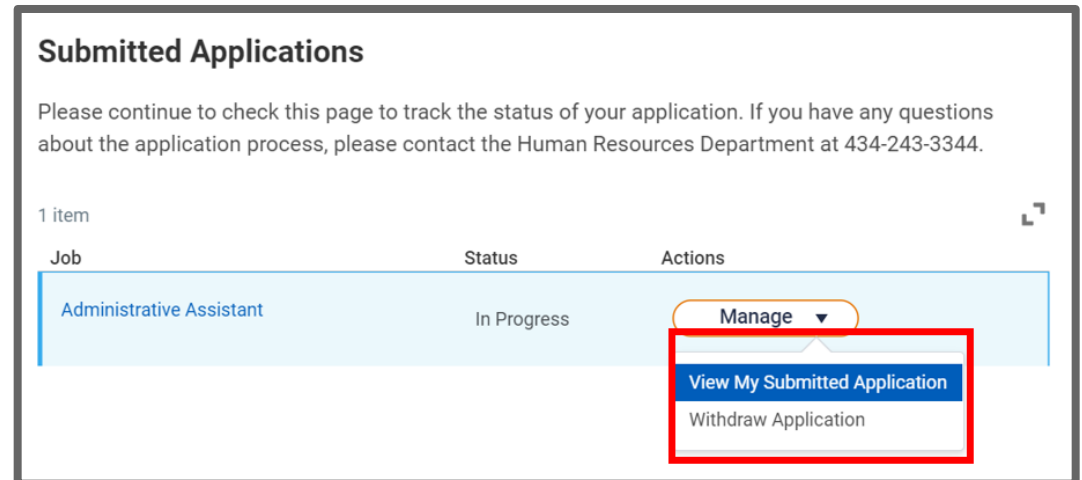
4. Select **Withdraw Application** from the list of options.

5. To confirm the withdrawal of the application, click the Withdraw button.

Withdraw Application for Administrative Assistant?

Click **OK** to withdraw this job application from consideration. If you do not want to withdraw your application and would still like to be considered for the position, please click **Cancel**.

[Withdraw]   [Cancel]

6. The application status now shows as Application Withdrawn.

Submitted Applications

Please continue to check this page to track the status of your application. If you have any questions about the application process, please contact the Human Resources Department at 434-243-3344.

1 item

Job	Status	Actions
Administrative Assistant	Application Withdrawn	Manage ▼