Core HR: Applying for a Job at UVA

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
- Applying for a Job

### 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**.

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

![Screenshot 1: The Create Account button (Step 2)](image)

Enter your email address.

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

Click the **Create Account** button.

A verification email will be sent to the email address you entered. **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...
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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.

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.

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 the cloud, then View Profile.

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.

6. Click on the Offer Letter link.

7. Review the offer.

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

9. Click the ‘I agree to use electronic records and signatures’ checkbox.

10. Click Continue.

11. Click Start.

12. Click the Sign down-arrow.
13. Here you can change your style, or click the Adopt and Sign button.

14. Click Finish.

15. Click OK.

16. Your acceptance will go back to the appropriate person for processing.