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.
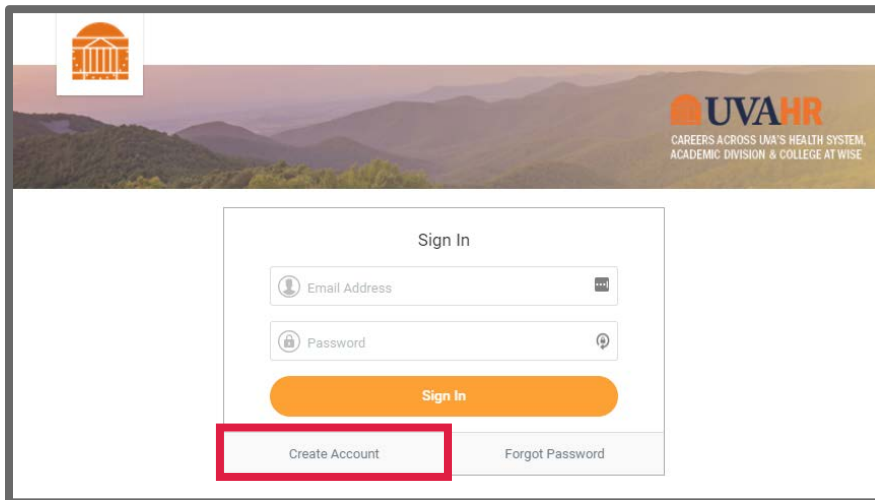
Tasks

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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)

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
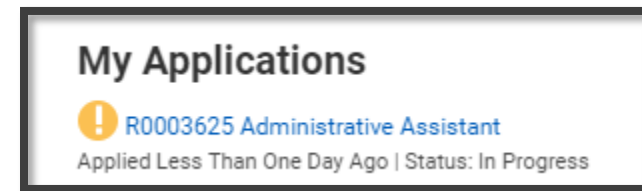
submission as all of the data from uploaded documents may not translate to the job application.

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.

My Applications

⚠ R0003625 Administrative Assistant
Applied Less Than One Day Ago | Status: In Progress

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.