

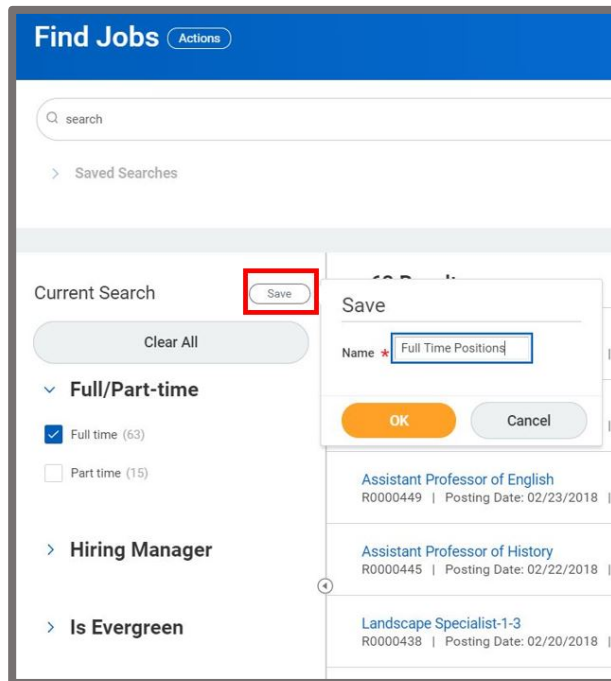
If you are a current UVA employee applying for another position at UVA, you will do this within Workday, rather than the UVA Jobs web page.

Tasks

- [Search for Internal Job Postings](#)
- [Apply to Internal Job](#)

Search for Internal Job Postings

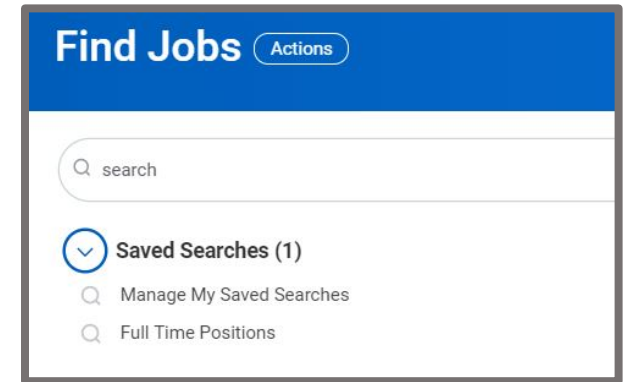
1. Enter **Find Jobs** into the search bar and click the report.
2. Filter for specific jobs using the filters on the left side of the page (**Full/Part-time, Job Family, Management Level, etc.**). To save a set of filters, click the **Save** button and enter a title. You can return to this set of filters by clicking the down



Screenshot 1: Find Jobs report - Save Search filter

arrow next to **Saved Searches**.

3. Click the title of the job posting you would like to see more details on.
4. Click the Job Interest button on the bottom right to save the job for later if you are unsure about applying.



Screenshot 2: Saved Searches

Apply to Internal Job

1. After clicking on the job you would like to apply to, click the orange **Apply** button.
2. If you need to update the information on the **Apply to Job** page, click the **Go To Your Profile** button, then click the **Career** tab. When finished, return to the job posting page to complete the application.
3. Attach documents to the **Resume / Cover Letter** by clicking **Select Files**, or by dragging and dropping files into the grey box.
4. Answer any additional questions listed.
5. When you are ready to complete the application, click **Submit**.