If you are applying to UVA as an 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**
- **Completing a Draft Application**
- **Accepting a Job Offer**

### Creating an Account

When first applying for a job at UVA, you must create an account. To do this:

1. Find a position you wish to apply for, then click **Apply**.
2. On the next screen, select **Create Account**.
3. Enter your email address.

4. 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

5. 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.

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### 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.

### Completing a Draft Application

After starting an application, if you do not have time to finish it, the application will be automatically saved under My Draft Applications on the Candidate Home screen. After clicking the saved draft application, you can continue the application, view the job posting, 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 application under My Draft Applications.

4. Click on the link under My Draft Applications.
5. 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 My 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**.

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

7. Review the offer.

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

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

10. Click the **Continue** button.
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.
If you wish to accept the offer, click the **Adopt and Sign** button.

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

Click **OK**.

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