

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.

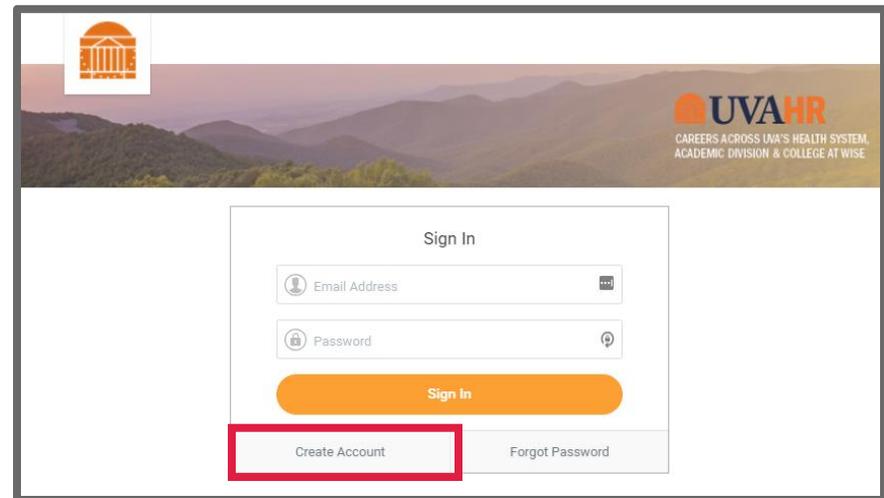
Tasks

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Creating an Account

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

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



The screenshot shows the UVAHR login interface. At the top left is the UVA logo. At the top right is the UVAHR logo with the tagline "CAREERS ACROSS UVA'S HEALTH SYSTEM, ACADEMIC DIVISION & COLLEGE AT WISE". The main content area is titled "Sign In" and contains two input fields: "Email Address" and "Password". Below these fields is an orange "Sign In" button. At the bottom of the form, there are two links: "Create Account" (highlighted with a red box) and "Forgot Password".

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.

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 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.

The screenshot displays a user's application dashboard with three main sections: 'My Submitted Applications', 'My Draft Applications', and 'Similar Jobs'. The 'My Submitted Applications' section contains two entries: one with ID 'R00' applied 4 days ago with a status of 'In Progress', and another with ID 'R000' applied 30+ days ago with a status of 'Application Withdrawn'. The 'My Draft Applications' section contains one entry with ID 'R000' created less than one day ago, which is highlighted with a red rectangular border. The 'Similar Jobs' section lists a 'Workday Analyst, Performance, Talent and Onboarding' position in Charlottesville, VA.

My Submitted Applications

R00
Applied 4 Days Ago | Status: In Progress

R000
Func
Applied 30+ Days Ago | Status: Application Withdrawn

My Draft Applications

R000
Created Less Than One Day Ago

Similar Jobs

Workday Analyst, Performance, Talent and Onboarding
Charlottesville, VA

5. You will see a progress bar as you navigate through the rest of the application.

The screenshot shows the UVA job application interface. At the top left is the UVA logo. At the top right are links for 'Careers at UVA', 'Search for Jobs', and 'Candidate Home'. Below the navigation is a progress bar with seven steps: 'Quick Apply' (completed with a checkmark), 'My Information' (current step with a circle), 'My Experience', 'Application Questions', 'Voluntary Disclosures', 'Self Identify', and 'Review'. The 'My Information' form contains a 'Country' dropdown menu set to 'United States of America'. Below this is a 'Legal Name' section with three input fields: 'First Name' (containing 'John'), 'Middle Name' (empty), and 'Last Name' (empty). There are 'Back' and 'Next' buttons at the bottom of the form area.

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

The application will now appear in your Candidate Home under My Submitted Applications.

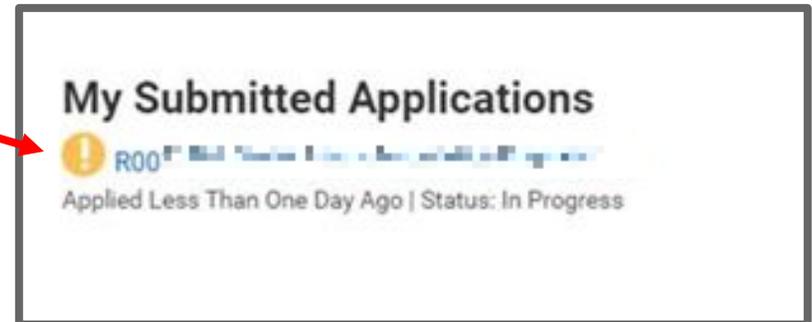
Accepting a Job Offer

After applying for jobs, and participating in the interview process, view your profile regularly to see if you've been offered the job.

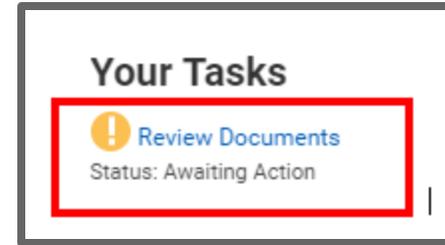
1. Sign in using your **email address** and **password**.
2. Click on **Candidate Home**.



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**.

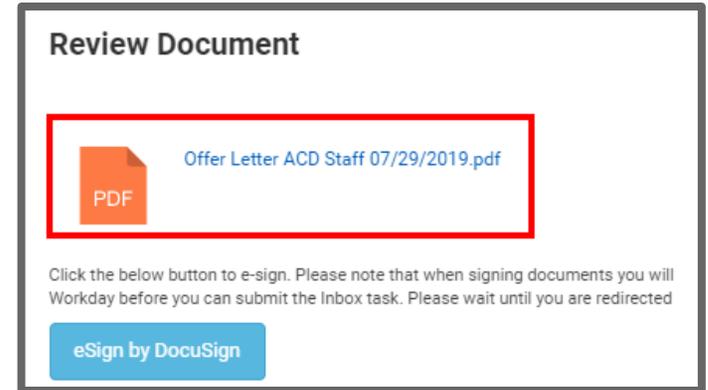


5. Click on Review Documents.



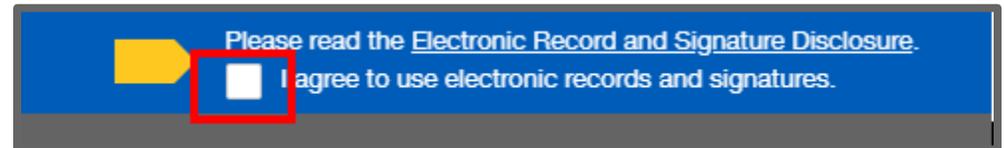
6. Click on the Offer Letter link.

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).



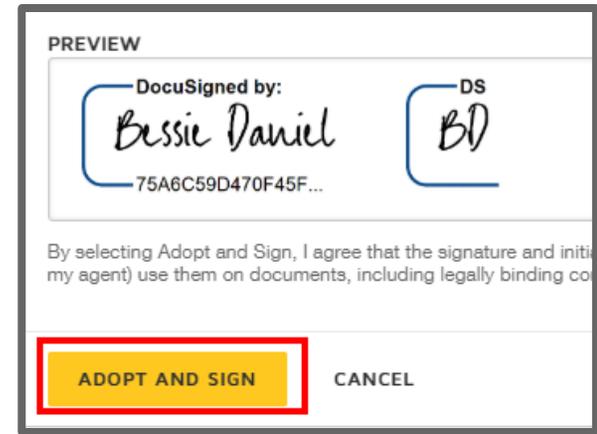
12. The screen will scroll down to the signature line. Click the **Sign**  down-arrow.



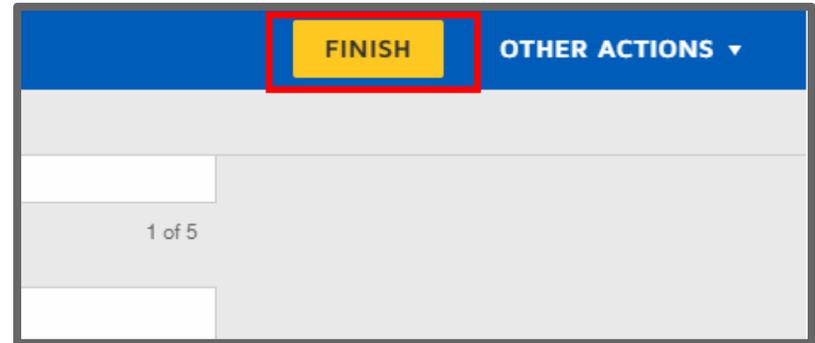
13. A pop-up window displays, which allows you to change your style if desired, by clicking the **Change Style** link.



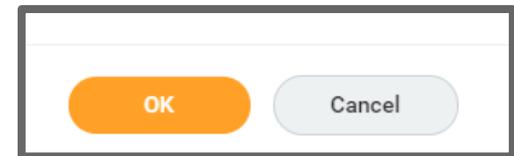
14. If you wish to accept the offer, click the Adopt and Sign button.



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



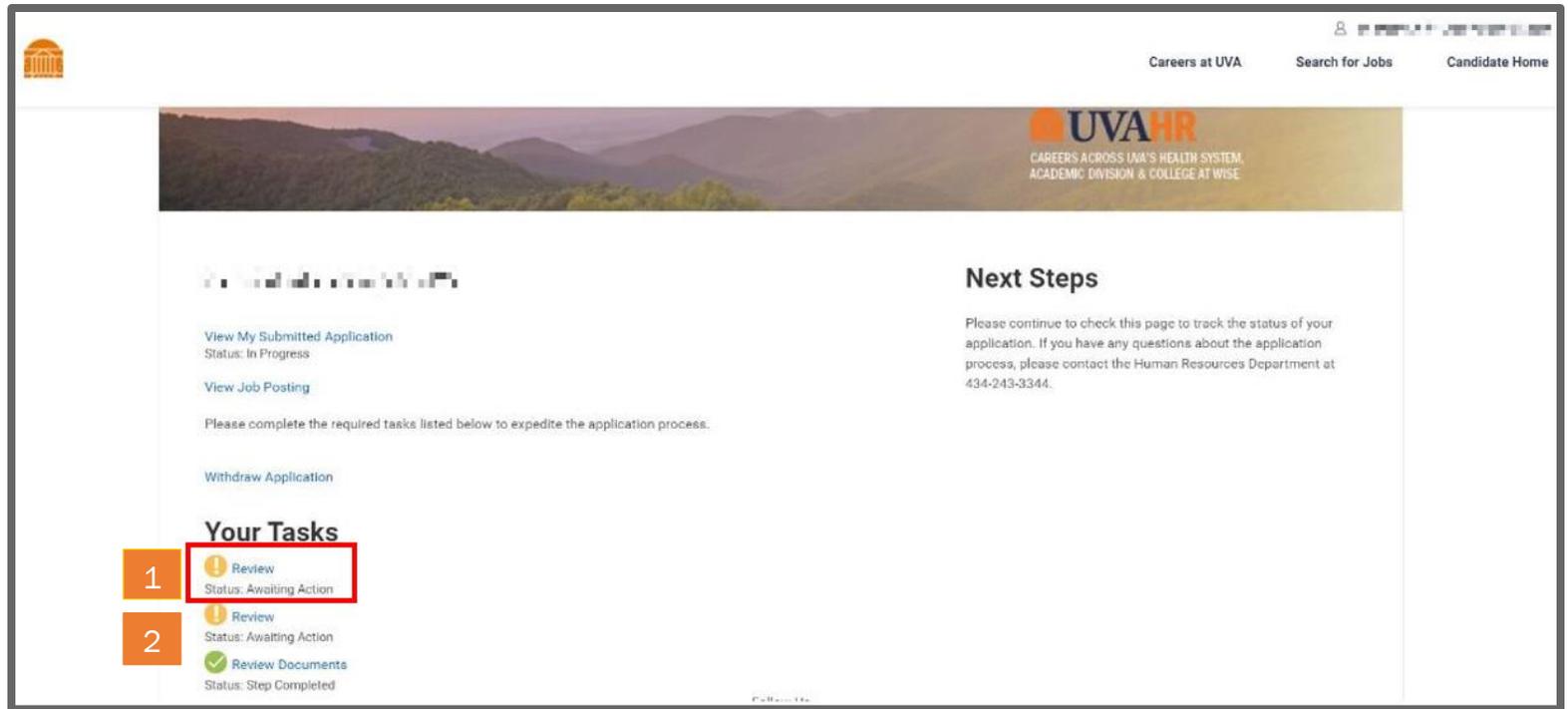
16. Click OK.



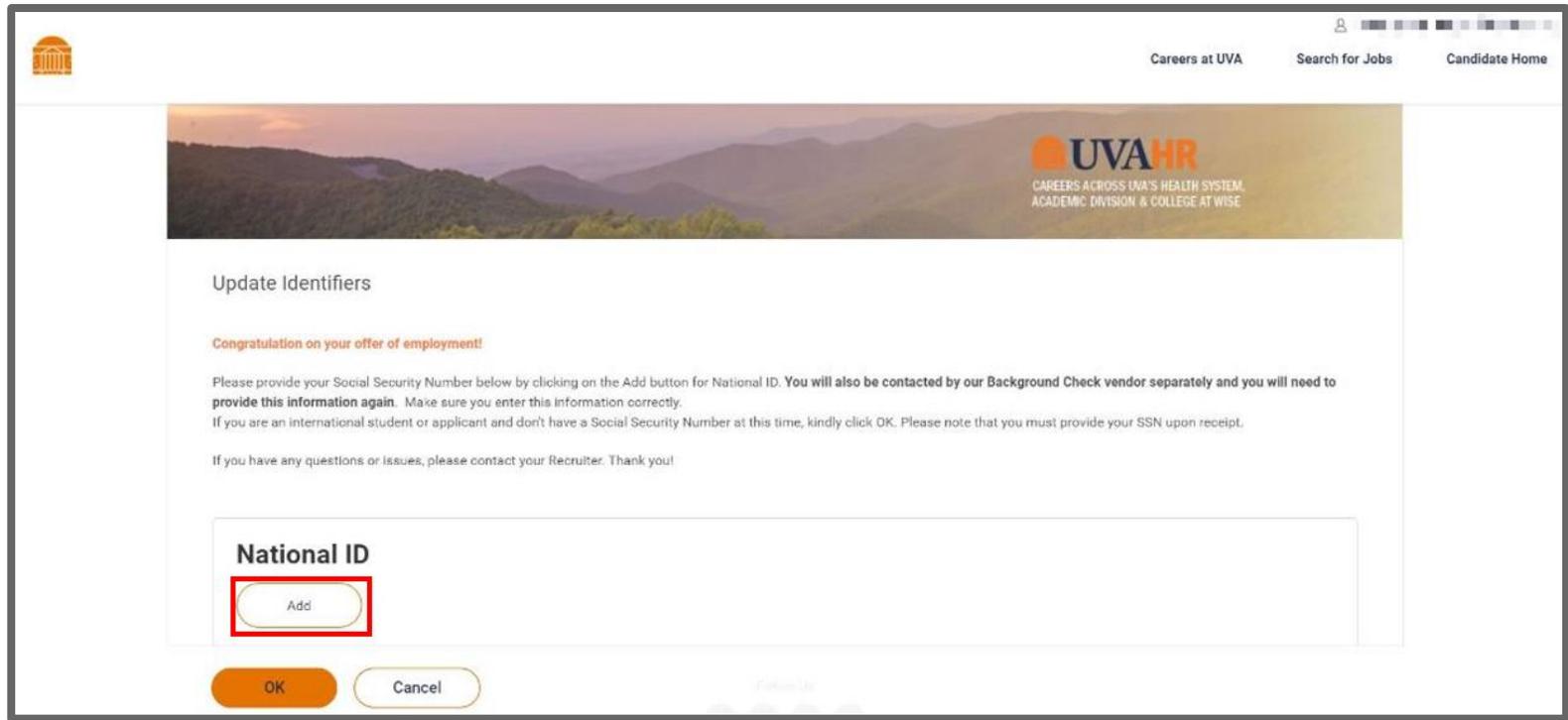
Update Personal Information

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**.

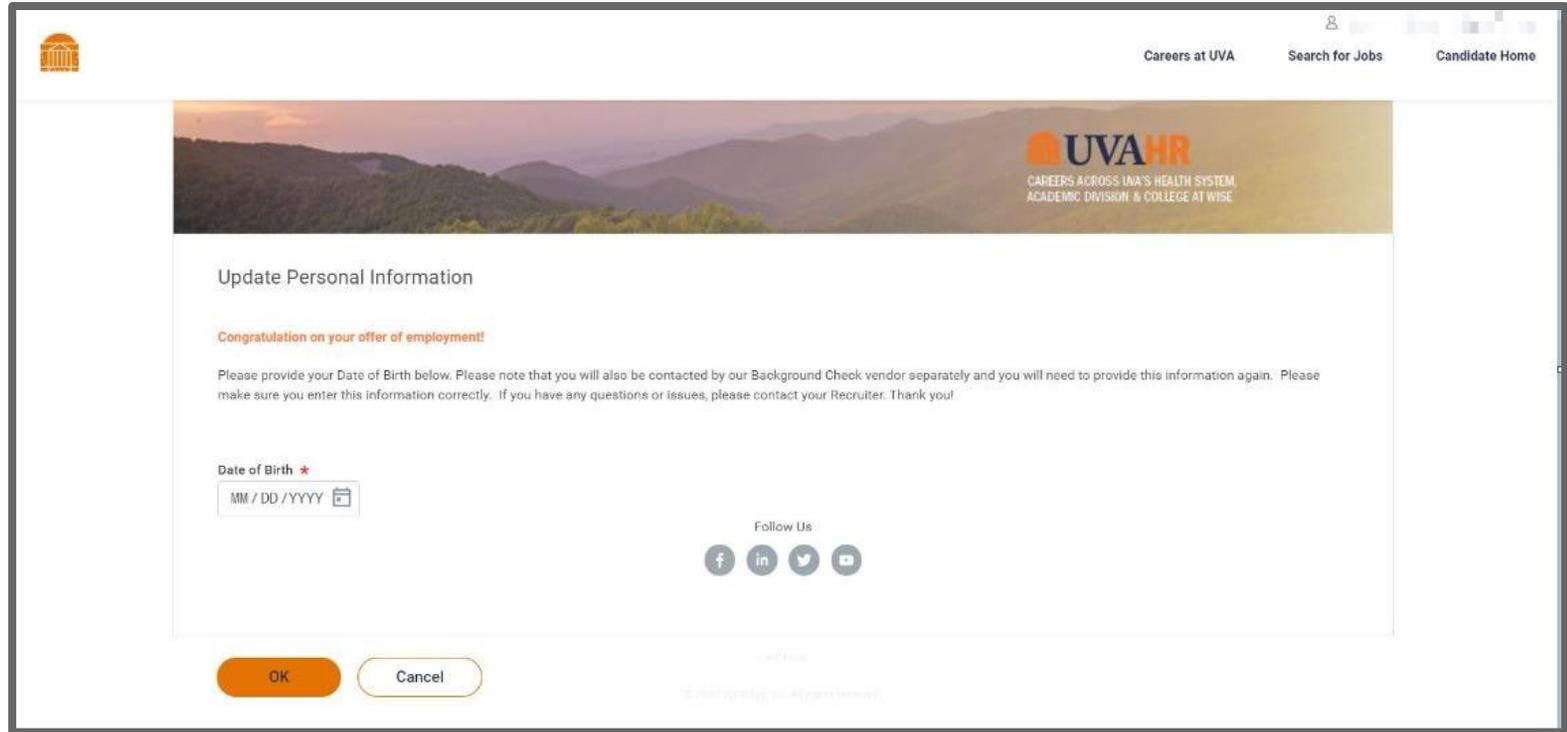


3. Using the drop-down in the **Country** field, enter your country.
4. Using the drop-down in **National ID Type**, enter your **National ID Type**.
5. Enter your **Identification Number** in the **Identification Number** field.
6. If applicable, enter an **Issued Date** and **Expiration Date**.
7. Click the **OK** button.

The screenshot shows a web form titled "Update Personal Information" with a UVA logo in the top left. The form contains several fields: "Country" (dropdown menu with "United States of America" selected), "National ID Type" (dropdown menu with "Social Security Number (SSN)" selected), "Identification Number" (text input field containing "123-45-6789"), "Issued Date" (calendar icon), and "Expiration Date" (calendar icon). A "Remove" button is located below the "Expiration Date" field. At the bottom of the form are "OK" and "Cancel" buttons. Orange callout boxes with numbers 3, 4, 5, and 6 are positioned to the left of the form, pointing to the Country, National ID Type, Identification Number, and Expiration Date fields respectively.

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.

