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

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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**.

1. On the next screen, select **Create Account**.
2. Enter your email address.

3. Create a password, then enter it in the Password and Verify New Password fields.

4. Click the Create Account button.

A verification email will be sent to the email address you entered. You must allow the link to be active and 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.
Creating Job Alerts

To receive an alert when the types of job you wish to apply becomes available, create a Job Alert. The job alert will notify you when a job that meets your selected criteria is posted and ready for you to consider whether you’d like to apply. Daily Job Alerts are sent out at 7 a.m. EST daily. Weekly notifications are sent out at 12:00 p.m. EST on Saturday.

1. Click the **Job Alerts** tab in the upper right corner.

2. Click the **Create Job Alert** button.
3. Enter a value in the fields based on the type of job you are searching for. The fields marked with a red asterisk are required. For the fields that are not required, if you do not have a preference, leave them blank.

   a. **Name Your Job Alert** *(Required)*: Enter a name to call this job alert.

   b. **Frequency** *(Required)*: Select the drop-down to select how often you’d like to receive a job alert.

   c. **Company** *(Optional)*: This is the company/entity (Academic Division, UVA Medical Center, University Physicians Group, etc.) that the position will be under.

   d. **Job Category** *(Optional)*: Defines the type of Job.

   e. **Job Family** *(Optional)*: This is a group of jobs related by common jobs or professions.

   f. **Locations** *(Optional)*: The UVA building the job is located.

   g. **Job Type** *(Optional)*: At UVa **Regular** is Full-time.

4. Click **OK**.
5. Your job alert is created.

6. Click the Create Job Alert button again to create additional job alerts for other types of positions.

7. Click the Manage drop-down if you wish to Edit or Delete your Job Alert.

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Applying for a Job

To apply for a job at UVA, follow the steps below.
1. The Candidate Home Screen includes My Tasks, My Applications, Similar Jobs, and My Account.

- My Tasks-displays task for you to take action on.
- My Applications- shows not submitted, or in progress applications.
- Similar Jobs-displays jobs that relate to other jobs you’ve applied.
- My Account-Where you can update your personal information or email.
2. Click the **Search for Jobs** button, within the My Applications section.
3. Use the search filters at the top to find a position you wish to Apply.

4. You may also use the search filters below the search box to narrow the list of jobs that appear. The search filters include:
   - Location-if you wish to work in a specific location.
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- Company-if you wish to work in a specific Company.

- Job Category-if you know the Job Category you wish to find.
• The More drop-down includes Job Family and Job Type search features.

• Job Family-If the job you wish to apply is in a specific Job Family.
• Job Type - If the job you wish to apply is one of these job types.
5. Once you’ve found the job, click the **Apply** button.

6. Choose how you would like to apply from the **Start Your Application** choices.
   - **Autofill with Resume** - Allows you to upload a resume which will populate/parse most of the fields in the application. Read the information and use the drop file here and wait for successfully uploaded checkmark.
   - **Apply Manually** - You would type your information in all the fields.
   - **Use My Last Application** - If you’ve applied before, this option will populate this application with what was entered in your previous application.

7. Sign in using your **email address** and **password**.
8. After signing in, at the top will be a progression bar. As you Save and Continue this bar will move along the process.

9. The first screen that will appear is **Autofill with Resume** if this was your choice. 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. 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.

10. Either click and drag your resume in the **Drop file here** area or click **Select file** and find your resume on your computer. See the job posting details for other documents that may be needed for the position, making sure to include them in this step.

11. Wait until you see the file is **Successfully Uploaded!**

12. Click **Continue**.

13. **My Information** screen. If you used Autofill with Resume, verify that the information automatically entered is correct, then complete any remaining fields.
14. Enter your **Legal Name** as it shows on your government documents. (e.g., social security card, birth certificate, etc.)

15. Click **Save and Continue**.

16. Complete the **My Experience** and education fields. If you used Autofill from Resume, verify that the information automatically entered is correct, then complete any remaining fields. If you did not upload a resume/CV on the Autofill with Resume screen, you can do that here. Upload any reference letters, CV, or certifications here as well.

17. Click **Save and Continue**.

18. Complete the questions on the **Application Questions** screen. Note that all questions are required.

19. Click **Save and Continue**.

20. Complete the questions on the **Voluntary Disclosures** screen. Note that you must acknowledge that you have read and consent to the terms and conditions before continuing.
21. Click **Save and Continue**.

22. Complete the questions on the **Self Identify** screen.

23. Click **Save and Continue**.

24. Review your information on the **Review** screen. If the information is correct.

25. Click **Submit** to submit your application for the job.

26. You will receive a ‘**Congratulations!**’ confirmation.

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**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 Applications** on the Candidate Home screen in a Not Submitted application status. After clicking the 3 dots under the Action column, then continue application, you can complete the application, view the application, or delete the application.

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**Congratulations!**

Thank you for applying. Please remember to check your email and candidate home page for more information, and updates to your application.
1. Log back into the applicant site in Workday using the username and password you created in section 1.

2. Under My Applications you will see an Application Status of Not Submitted. To continue this application, click the 3 dots in the Action column.

3. From the list of options, to complete the application, click Continue Application.
4. If you select **Continue Application**, you will see a progress bar as you navigate through the rest of the application.

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

The application will now appear in your My Applications with a status of In Progress.
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. Under My Tasks you will see tasks with a Task Status of Not Reviewed or Not Started.

3. Click the Review button beside the Review Documents task.
4. Click on the **Offer Letter** link.

5. Review the offer.

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

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

8. Click the **Continue** button.

9. Click **Start** (located at the top left of the offer letter).
10. The screen will scroll down to the signature line. Click the **Sign down-arrow**.

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

12. If you wish to accept the offer, click the **Adopt and Sign** button.
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13. Click **Finish** in the top right-hand corner.

14. Click **OK**.

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

16. A **This task is complete** confirmation will display. Click the delete button in the upper-right corner to close the message.
17. The next task will display next, if applicable.
18. Enter the requested information.

Note: Issued and Expiration dates are not required if you’re entering a Social Security Number.

19. Click **OK**.
20. A **This task is complete** confirmation displays. Click the delete button in the upper-right corner to close the message.

21. The final task will display.

22. Enter the requested information.

23. Click **OK**.
24. Once all tasks are complete, your task area will display with You’re all caught up on your tasks.

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**Update Personal Information**

After submitting your application, if you wish to change your personal information, do so as follows:

1. From the **My Account** section, select the **Update Contact Information** button.
2. You may update your Legal Name, Mailing Address, or Phone Number.
3. Click OK.

4. To edit your email address, click the Edit Account Settings button.

5. Enter the new email in the New Email address field.

6. Click OK.
Withdrawing a Submitted Application

After applying for a job, follow these steps if you wish to withdraw your application.

1. Log back into the applicant site in Workday using the username and password you created in section 1.

2. Under My Applications, click the 3 dots in the Action column beside of the application you wish to withdraw.

3. Select Withdraw Application from the list of options.
4. To confirm the withdrawal of the application, click the **Withdraw** button.

5. The application status now shows as **Application Withdrawn**.