

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.

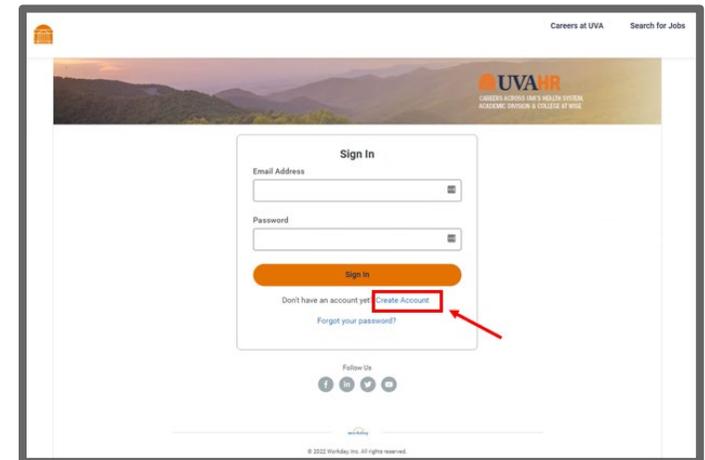
Tasks

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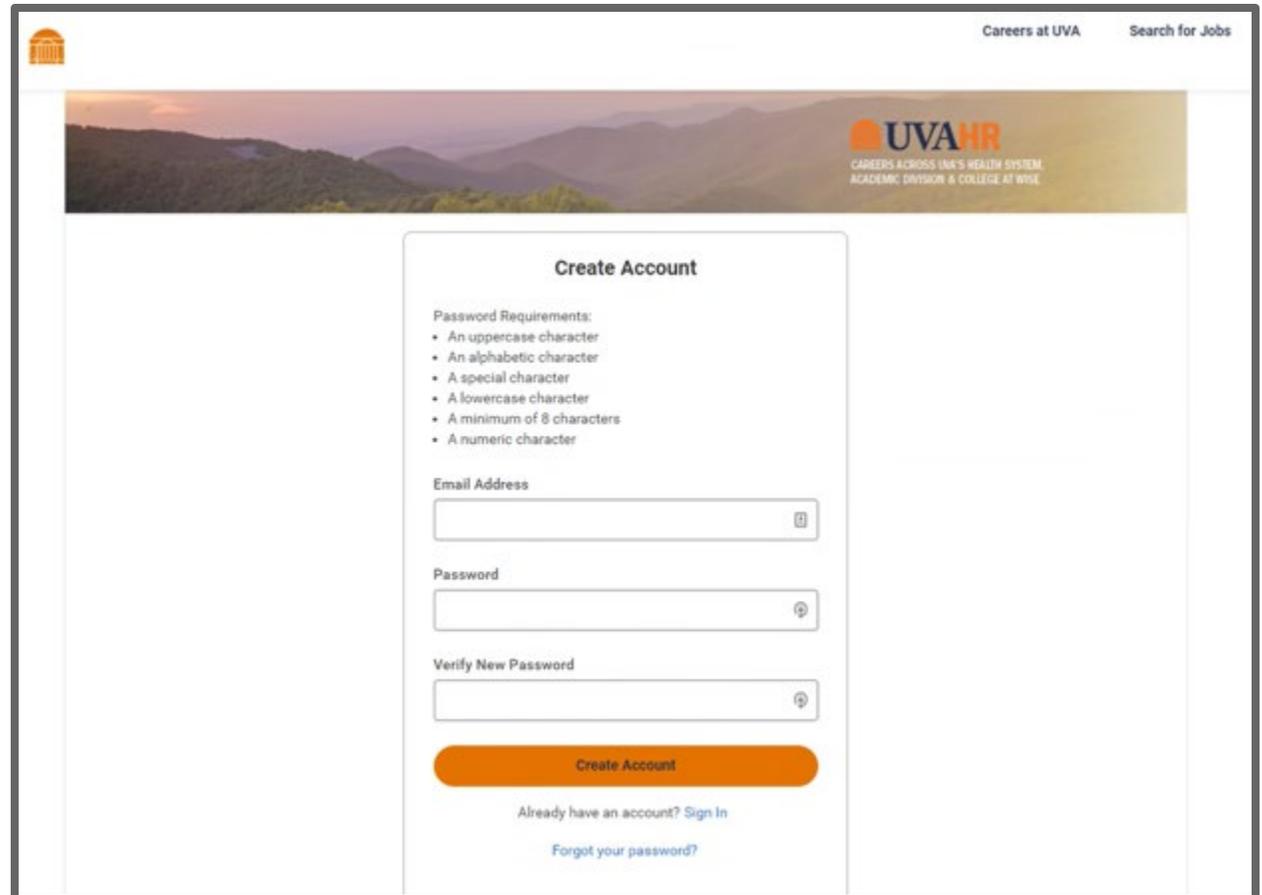
Creating an Account

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**.

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.



The screenshot shows the 'Create Account' page on the UVA HR website. At the top right, there are links for 'Careers at UVA' and 'Search for Jobs'. The main header features the UVA HR logo with the tagline 'CAREERS ACROSS UVA'S HEALTH SYSTEM, ACADEMIC DIVISION & COLLEGE AT WISE'. The central form is titled 'Create Account' and includes the following sections:

- Password Requirements:**
 - An uppercase character
 - An alphabetic character
 - A special character
 - A lowercase character
 - A minimum of 8 characters
 - A numeric character
- Email Address:** A text input field with a small icon on the right.
- Password:** A text input field with a small icon on the right.
- Verify New Password:** A text input field with a small icon on the right.
- Create Account:** A prominent orange button.
- Already have an account? Sign In:** A blue link.
- Forgot your password?:** A blue link.

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.

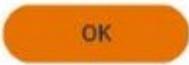
1. Click the **Job Alerts** tab in the upper right corner.



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  .

Create Job Alert

Name Your Job Alert *

Frequency *

select one ▼

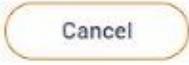
Company

Job Category

Job Family

Locations

Job Type

5. Your job alert is created.



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

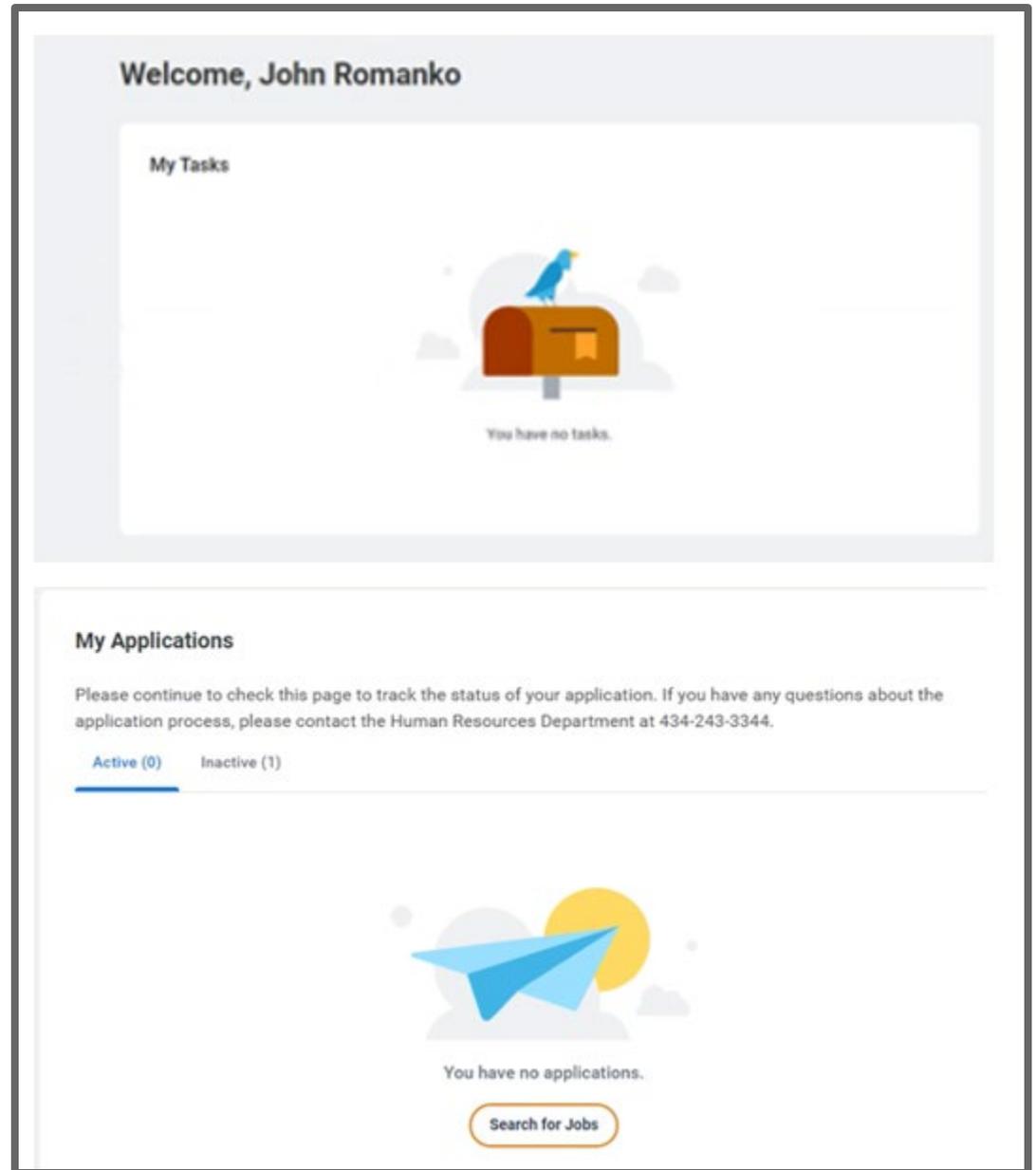
7. Click the **Manage** drop-down if you wish to Edit or Delete your Job Alert.



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.



Similar Jobs (15)

Temporary Administrative Pool
📍 Charlottesville, VA
🕒 Posted 30+ Days Ago

Temporary IT/Technical Pool
📍 Charlottesville, VA
🕒 Posted 30+ Days Ago

Temporary Specialized Professional Pool
📍 Charlottesville, VA
🕒 Posted 30+ Days Ago

[View All 15 Jobs](#)

My Account

To update your personal information, click Update Contact Information. To change the email address for your account, click Edit Account Settings.

[Update Contact Information](#) [Edit Account Settings](#)

2. Click the **Search for Jobs** button, within the My Applications section.

My Applications

Please continue to check this page to track the status of your application. If you have any questions about the application process, please contact the Human Resources Department at 434-243-3344.

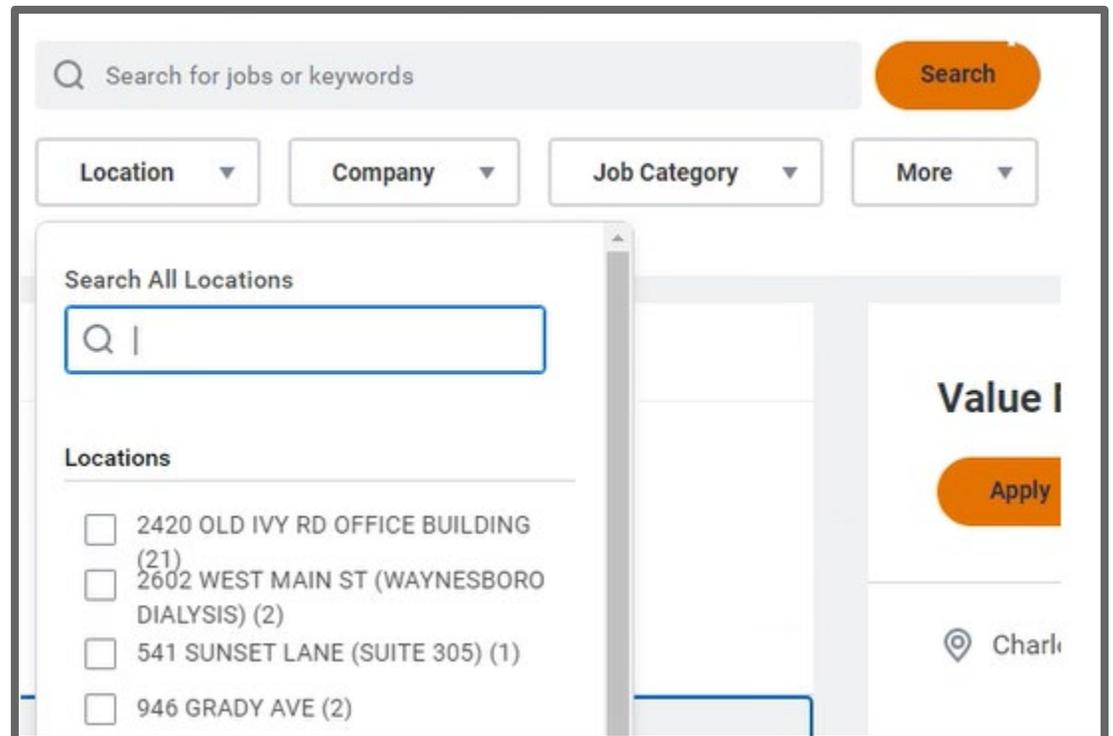
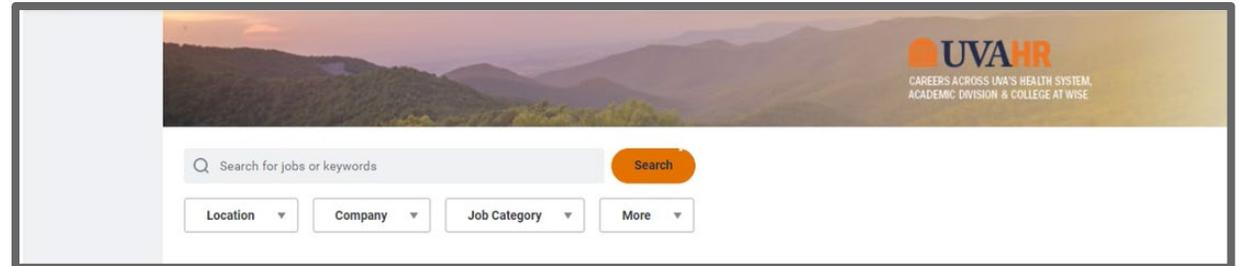
[Active \(0\)](#) [Inactive \(1\)](#)



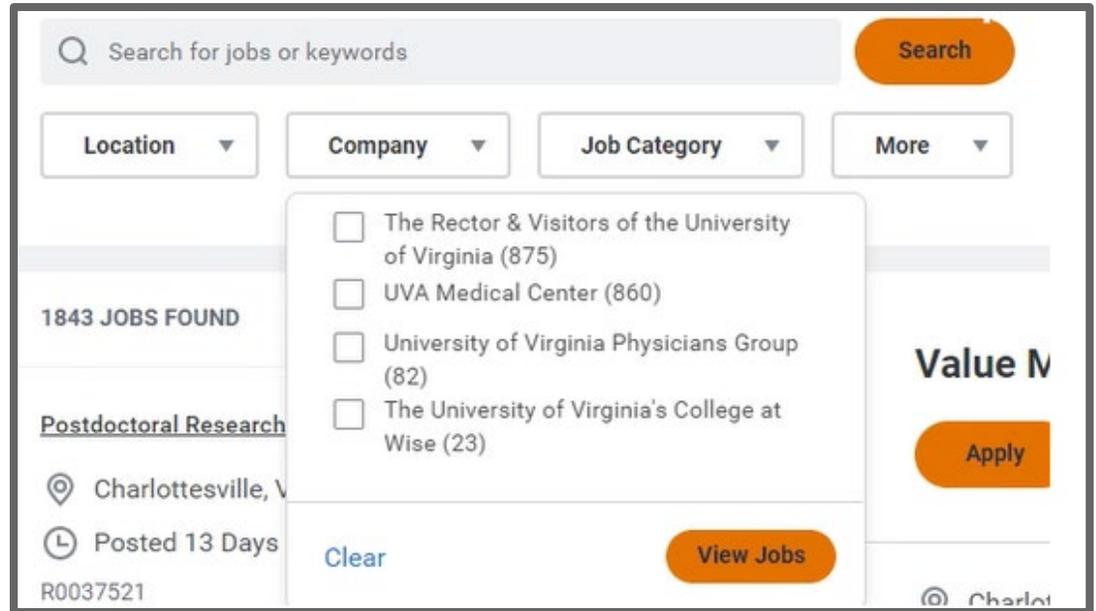
You have no applications.

[Search for Jobs](#)

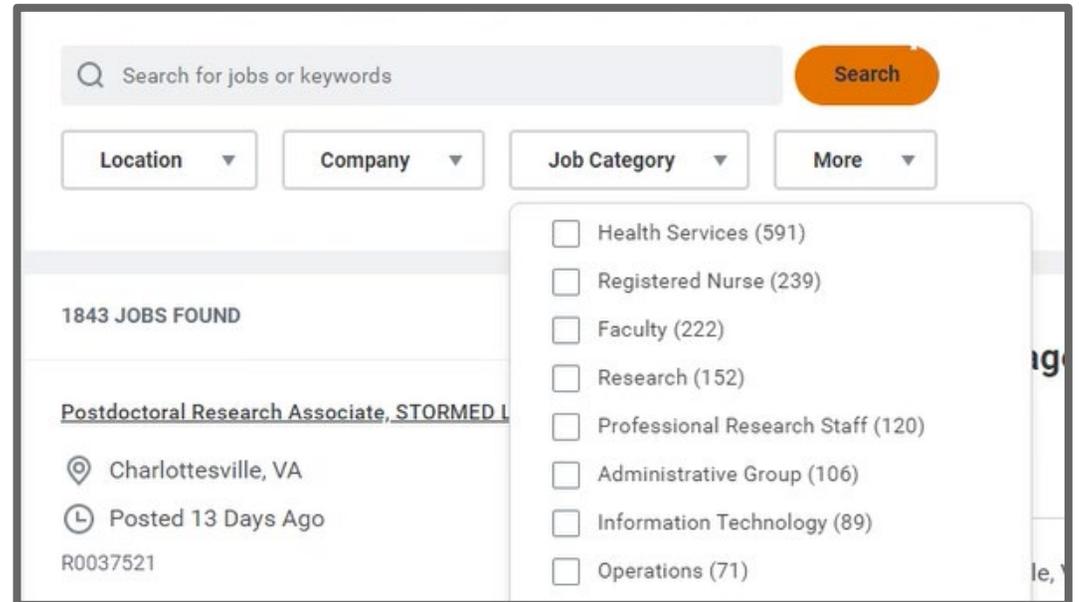
3. Use the search filters at the top to find a position you wish to Apply.
4. You may also use the search filters below the search box to narrow the list of jobs that appear. The search filters include:
 - Location-if you wish to work in a specific location.



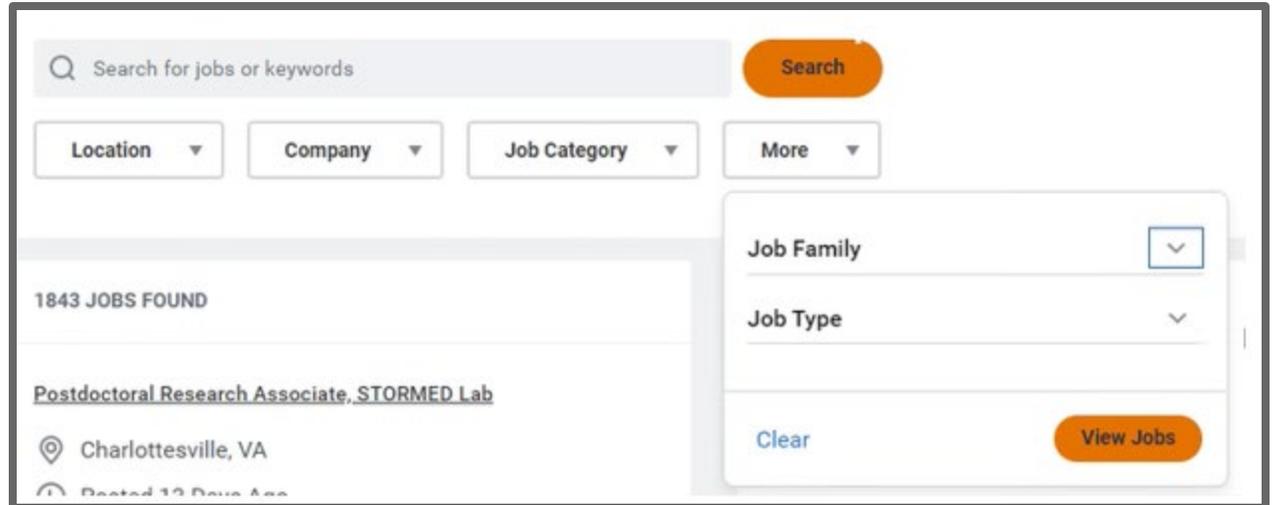
- Company-if you wish to work in a specific Company.



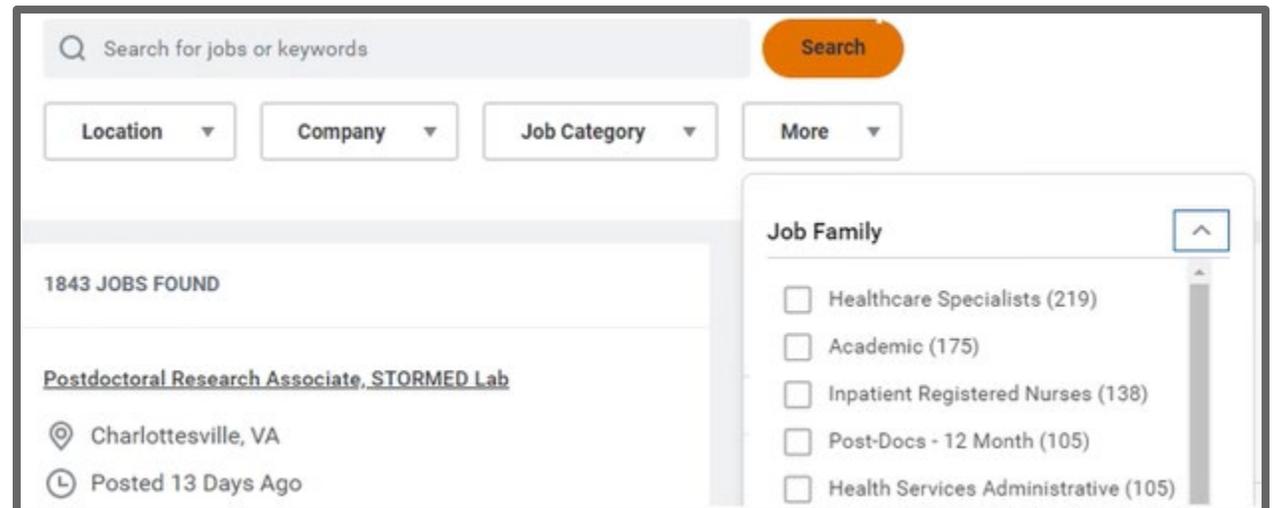
- Job Category-if you know the Job Category you wish to find.



- 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.

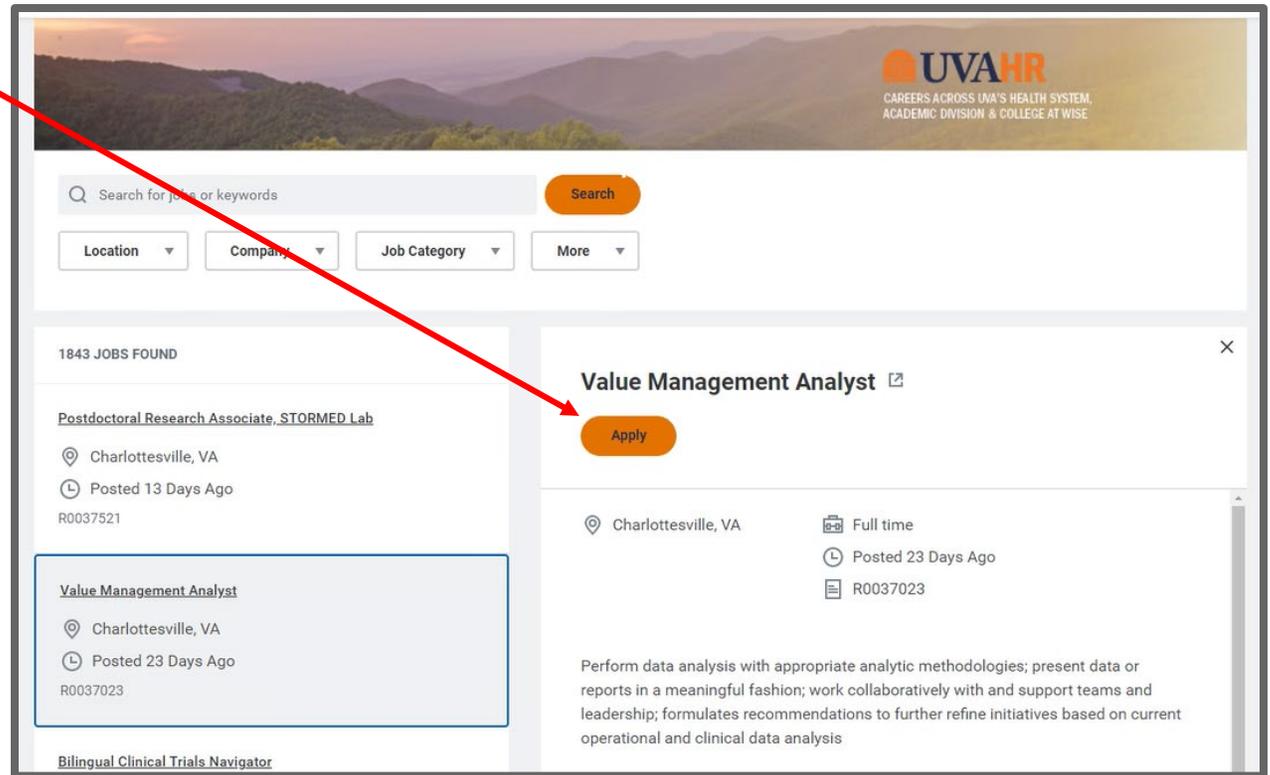


- Job Type-If the job you wish to apply is one of these job types.

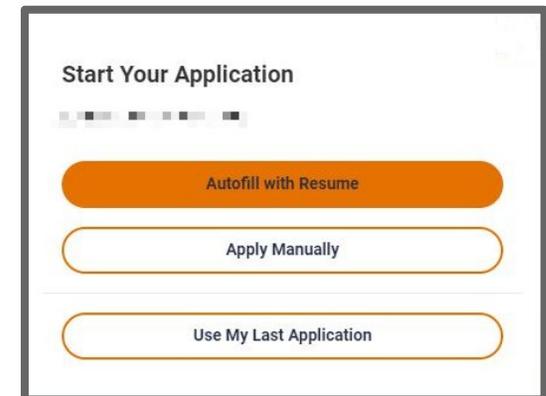
The screenshot displays a job search interface with the following elements:

- Search Bar:** A search input field with the placeholder text "Search for jobs or keywords" and an orange "Search" button.
- Filters:** Four filter buttons: "Location", "Company", "Job Category", and "More", each with a downward arrow.
- Job Family Filter:** A dropdown menu labeled "Job Family" with a downward arrow.
- Job Type Filter:** A dropdown menu labeled "Job Type" with an upward arrow, containing three options:
 - Regular (1605)
 - Wage (225)
 - Temporary (13)
- Clear and View Jobs:** A "Clear" link and an orange "View Jobs" button.
- Job Listings:** A section titled "1843 JOBS FOUND" containing two job entries:
 - Postdoctoral Research Associate, STORMED Lab:** Includes a location pin icon for "Charlottesville, VA", a clock icon for "Posted 13 Days Ago", and the ID "R0037521".
 - Value Management Analyst:** The title is partially visible at the bottom of the list.

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.



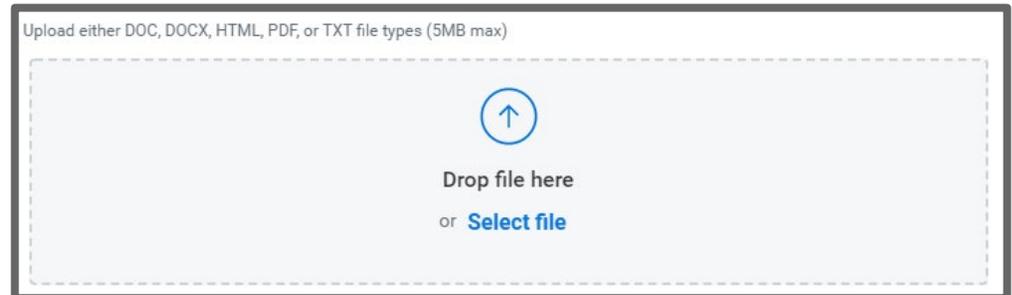
7. Sign in using your **email address** and **password**.

- 8. After signing in, at the top will be a progression bar. As you Save and Continue this bar will move along the process.

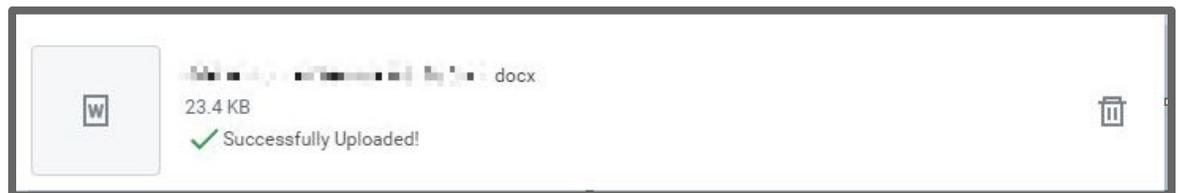


- 9. The first screen that will appear is **Autofill with Resume** if this was your choice. On this screen you have the option of uploading your resume/CV. Workday will then automatically parse your work experience, education, and skills from your resume into your candidate profile. It is critical to 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.



Note: It is imperative that we have your correct email address entered in the application.

14. Enter your **Legal Name** as it shows on your government documents. (e.g., social security card, birth certificate, etc.)

Save and Continue

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.

Save and Continue

17. Click **Save and Continue**.

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

Save and Continue

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.

Please upload all supporting documents (e.g., Resume, CV, Reference Letters, Certifications, etc.).

Upload a file (5MB max)



Drop files here

or [Select files](#)

Save and Continue

21. Click **Save and Continue**.

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

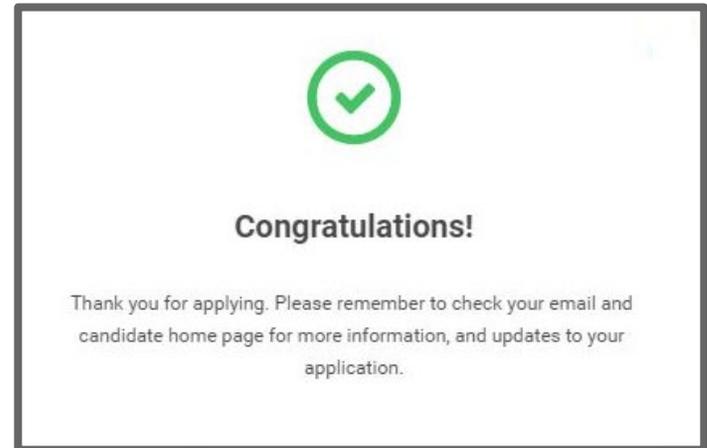
Save and Continue

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.



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.

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.

My Applications

Please continue to check this page to track the status of your application. If you have any questions about the application process, please contact the Human Resources Department at 434-243-3344.

Active (2) Inactive (1)

Job Title	Job Req	My Application Status	Date Submitted	Action
Administrative Program Coordinator (for the Center of Advanced Practice Providers)	R0038177	Not Submitted <small>Created on September 7, 2022</small>		...

3. From the list of options, to complete the application, click **Continue Application**.

My Applications

Please continue to check this page to track the status of your application. If you have any questions about the application process, please contact the Human Resources Department at 434-243-3344.

Active (2) Inactive (1)

Job Title	Job Req	My Application Status	Date Submitted	Action
Administrative Program Coordinator (for the Center of Advanced Practice Providers)	R0038177	Not Submitted <small>Created on September 7, 2022</small>		...
Value Management Analyst	R0037023	In Progress	September 7, 2022	

- Continue Application
- View Application
- Delete Application

- 4. If you select **Continue Application**, 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' (containing 'Rehnballe'). At the bottom of the form are 'Back' and 'Next' buttons.

- 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.

My Tasks

Please complete the required tasks listed below to expedite the application process.

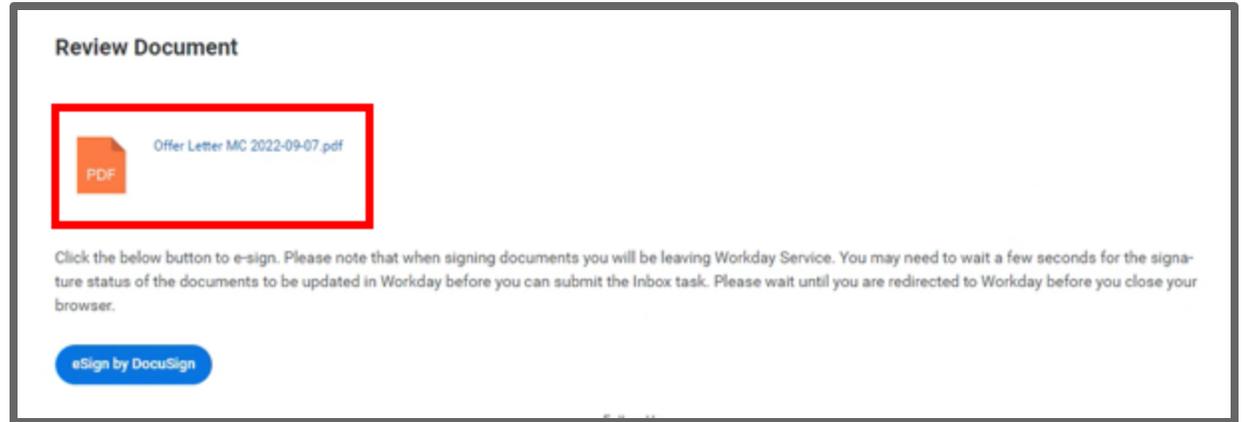
To Do (3) Completed (0)

Task	Job Title	Job Req	Task Status	Date Assigned	Action
Review Documents	Administrative Program Coordinator (for the Center of Advanced Practice Providers)	R0038177	Not Reviewed	September 7, 2022	Review
Change Government Identifiers	Administrative Program Coordinator (for the Center of Advanced Practice Providers)	R0038177	Not Started	September 7, 2022	Start
Change Personal Information	Administrative Program Coordinator (for the Center of Advanced Practice Providers)	R0038177	Not Started	September 7, 2022	Start

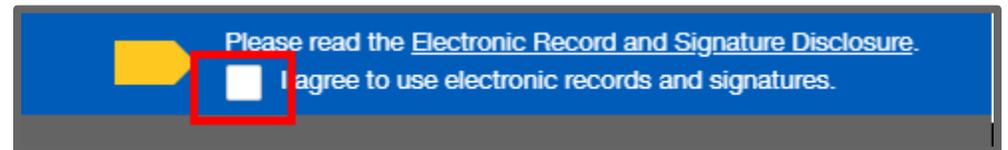
3. Click the **Review** button beside the **Review Documents** task.

Review Documents	Administrative Program Coordinator (for the Center of Advanced Practice Providers)	R0038177	Not Reviewed	September 7, 2022	Review
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- 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).



Screenshot 8: Image of Start button

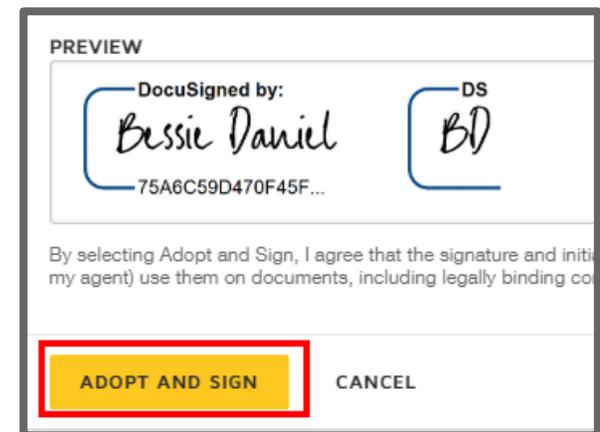
10. The screen will scroll down to the signature line. Click the **Sign**  down-arrow.



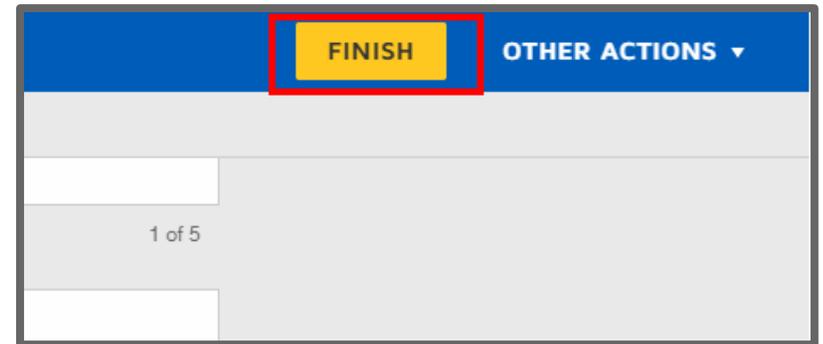
11. A pop-up window displays, which allows you to change your style if desired, by clicking the **Change Style** link.



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

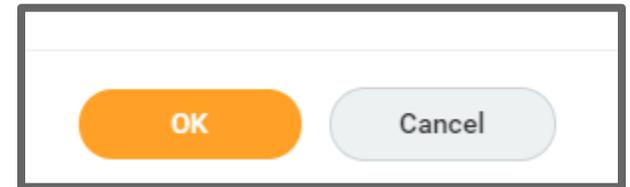


13. Click **Finish** in the top right-hand corner.

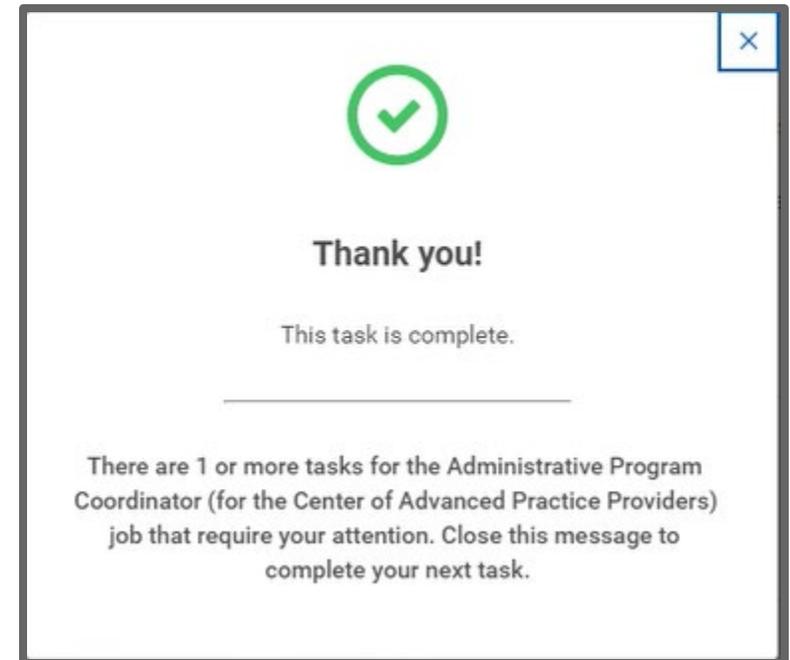


14. Click **OK**.

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.

UVAHR
CAREERS ACROSS UVA'S HEALTH SYSTEM,
ACADEMIC DIVISION & COLLEGE AT WISE

Update Identifiers

Congratulation on your offer of employment!

Please provide your Social Security Number below by clicking on the Add button for National ID. **You will also be contacted by our Background Check vendor separately and you will need to provide this information again.** Make sure you enter this information correctly.

If you are an international student or applicant and don't have a Social Security Number at this time, kindly click OK. Please note that you must provide your SSN upon receipt.

If you have any questions or issues, please contact your Recruiter. Thank you!

National ID

Add

Follow Us

f in t v

workday

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OK Cancel

18. Enter the requested information.

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

19. Click OK.

National ID

Country *
United States of America

National ID Type *
Social Security Number (SSN)

Identification Number *
888-99-8888

Issued Date
MM/DD/YYYY

Expiration Date
MM/DD/YYYY

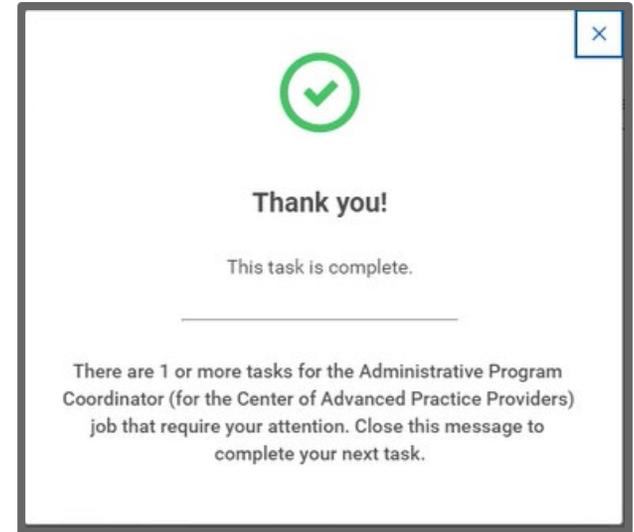
Remove

Add

Follow Us
f in t v

OK Cancel

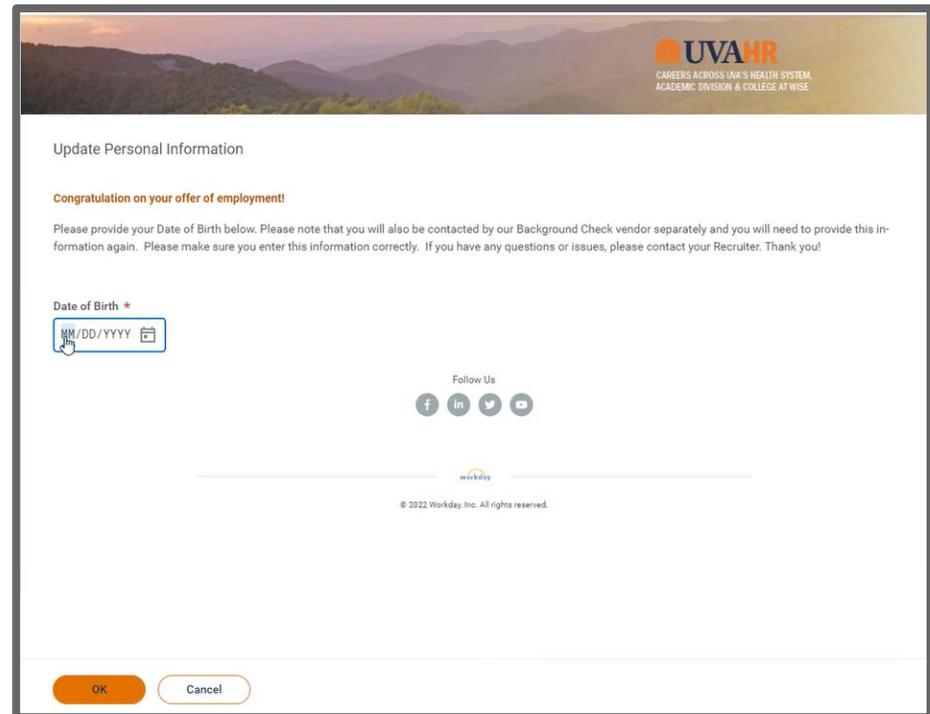
20. A **This task is complete** confirmation displays. Click the delete button in the upper-right corner to close the message.



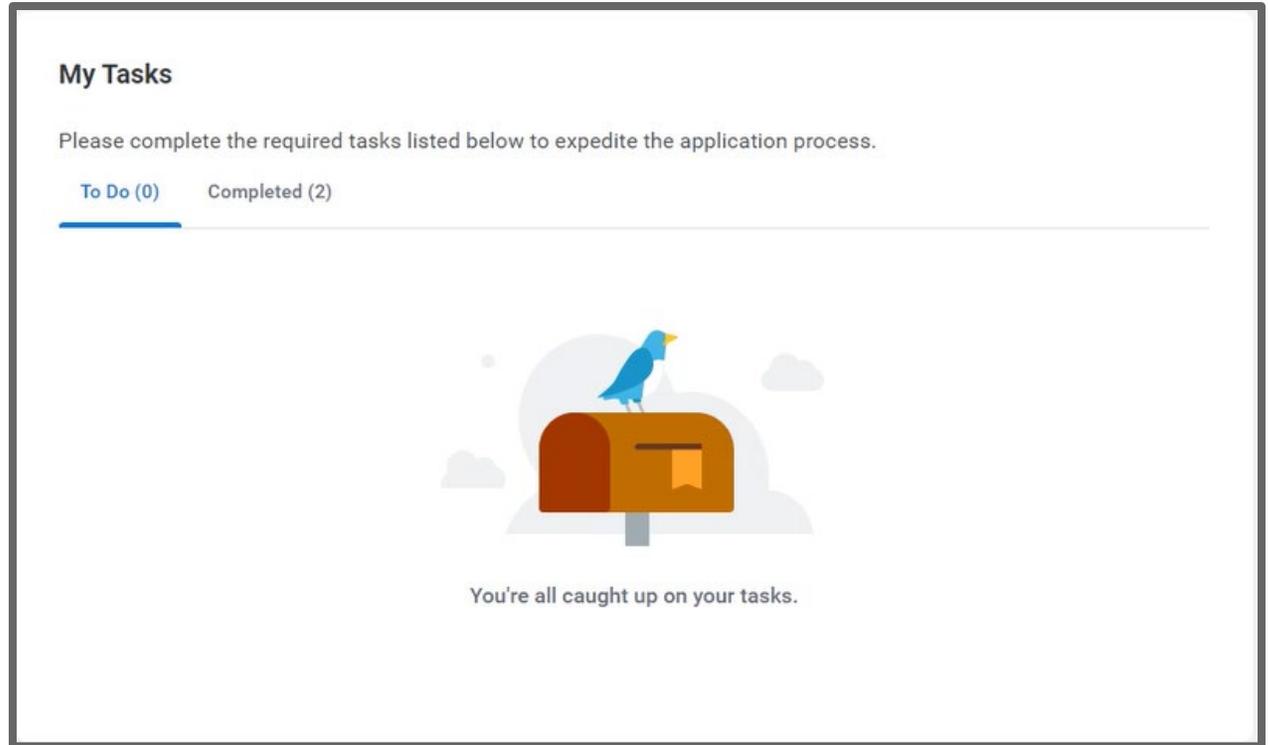
21. The final task will display.

22. Enter the requested information.

23. Click OK.



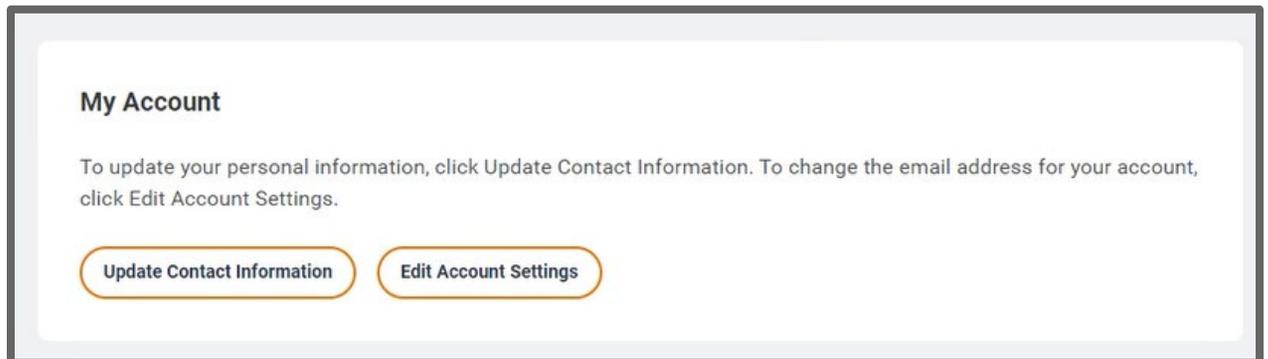
24. Once all tasks are complete, your task area will display with **You're all caught up on your tasks.**



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.

The screenshot shows a web form titled "Update Contact Information". At the top, there is a "Country *" dropdown menu with "United States of America" selected. Below this is a large section titled "Legal Name" which contains four input fields: "First Name *" with "John", "Middle Name" (empty), "Last Name *" with "Romanko", and "Suffix" with "Jr.". Below the name fields is a checkbox labeled "I have a preferred name" which is currently unchecked. At the bottom of the form is an "Address" section with an empty input field. The form is enclosed in a dark border.

Address

Address Line 1
630 E. Butler St.

City
Mercer

State
Pennsylvania

Postal Code
16137

Phone

Phone Device Type *
Landline

Country Phone Code *
x United States of America (+1)

Phone Number *
(434) 964-9382

Phone Extension

OK Cancel

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**.



Account Settings

Change Email

Current Email bobromanko+wday@gmail.com

New Email *

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.

My Applications

Please continue to check this page to track the status of your application. If you have any questions about the application process, please contact the Human Resources Department at 434-243-3344.

[Active \(2\)](#) [Inactive \(1\)](#)

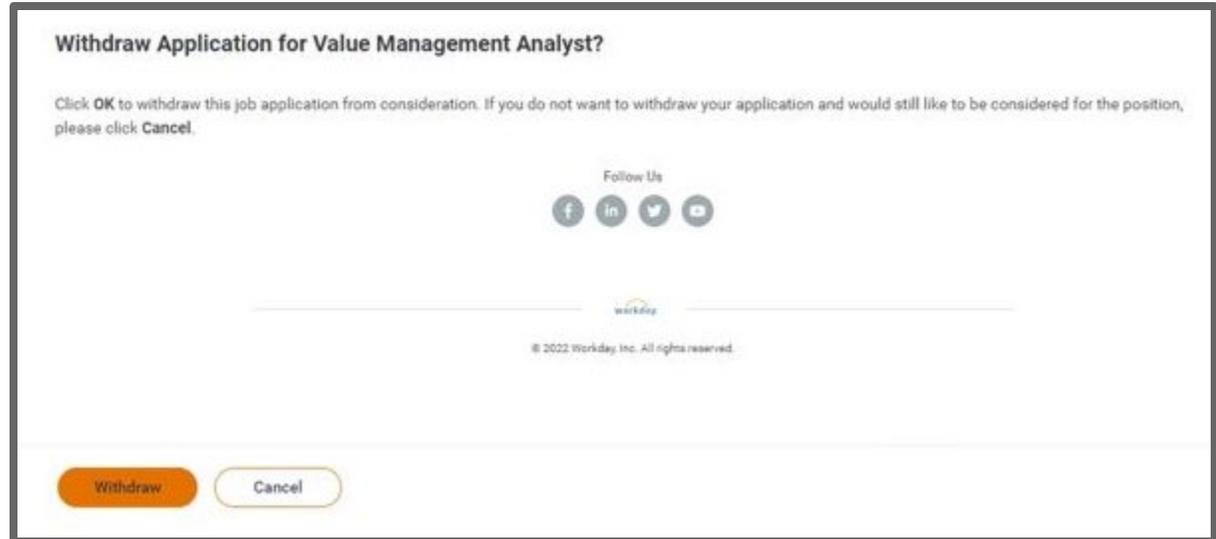
Job Title	Job Req	My Application Status	Date Submitted	Action
Administrative Program Coordinator (for the Center of Advanced Practice Providers)	R0038177	Not Submitted Created on September 7, 2022		...
Value Management Analyst	R0037023	In Progress	September 7, 2022	...

[View Application](#)
[Withdraw Application](#)

Similar Jobs (15)

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**.

My Applications

Please continue to check this page to track the status of your application. If you have any questions about the application process, please contact the Human Resources Department at 434-243-3344.

Active (1) Inactive (2)

Job Title	Job Req	My Application Status	Date Submitted	Action
Value Management Analyst	R0037023	Application Withdrawn	September 7, 2022	...