

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.

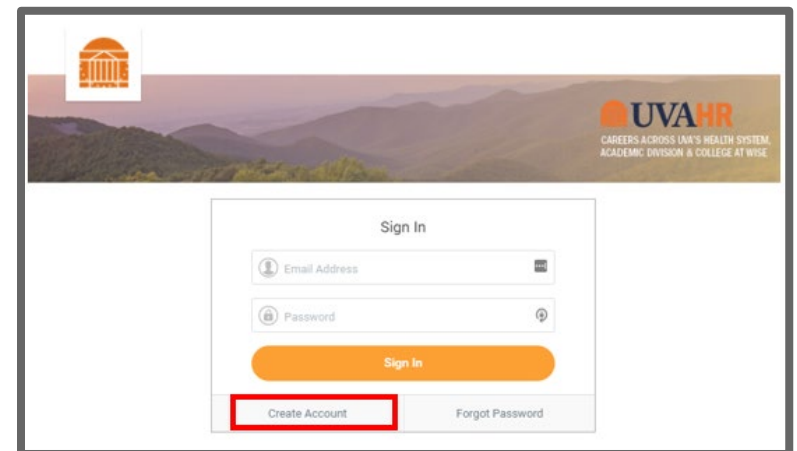
Tasks

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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.



Note: Passwords must include:

- An alphabetic character
- A special character
- A lowercase character
- An uppercase character
- A numeric character
- A minimum of 8 characters

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.

Create Job Alert

Name Your Job Alert *

Frequency *

Company

Job Category

Job Family

Locations

Job Type

OK Cancel

5. Your job alert is created.



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

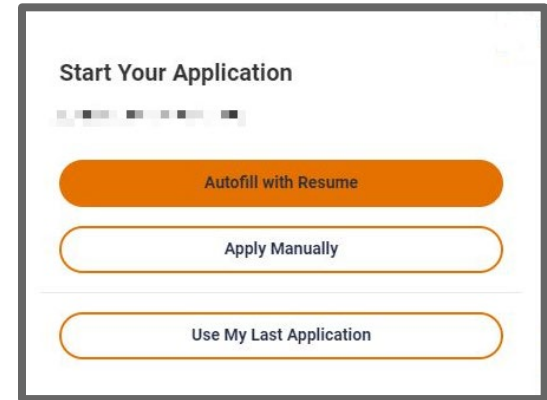
7. Click the **Manage** drop-down if you wish to Edit or Delete your Job Alert.



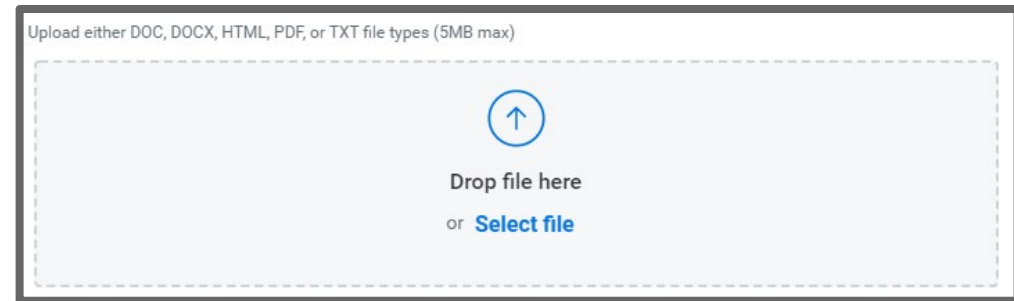
Applying for a Job

To apply for a job at UVA, follow the steps below.

1. Find a position you wish to, then click **Apply**.
2. Choose how you would like to apply from the **Start Your Application** choices.
 - a. **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.
 - b. **Apply Manually**-You would type your information in all the fields.
 - c. **Use My Last Application**-If you've applied before, this option will populate this application with what was entered in your previous application.



3. Sign in using your **email address** and **password**.
4. After signing in, 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.
5. Either click and drag your resume in the **Drop file here** area or click **Select file** and find your resume on your computer.



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



7. Click **Continue**



8. **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.

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

Save and Continue

10. Click **Save and Continue**.

11. 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

12. Click **Save and Continue**.

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

Save and Continue

14. Click **Save and Continue**.

15. 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

16. Click **Save and Continue**.

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

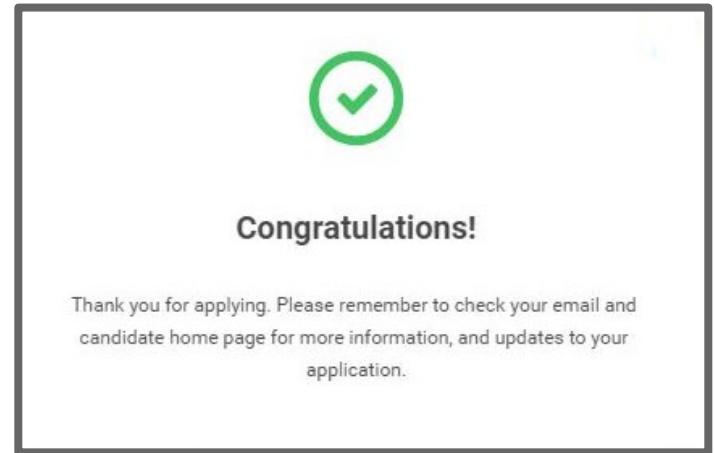
Save and Continue

18. Click **Save and Continue**.

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

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

21. 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 Draft Applications on the Candidate Home screen. After clicking the manage drop-down, then continue application, you can complete the application, view the draft 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. Click on the **Candidate Home** link.



3. Click the **Manage** drop-down beside the draft application you wish to complete under **Draft Applications**.

4. Select an option from the list of options on what you wish to do with the application.

Draft Applications

2 items

Job	Date Created	Actions
Events Planner, Democracy Initiative	Less Than One Day Ago	Manage ▾
Access Associate UPO Clinic	Less Than One Day Ago	Continue Application View My Draft Application Delete

Submitted 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.

1 item

Job	Status	Actions
Administrative Assistant	In Progress	Manage ▾

- 5. 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 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' (checked), 'My Information' (active), 'My Experience', 'Application Questions', 'Voluntary Disclosures', 'Self Identify', and 'Review'. The 'My Information' section is expanded, showing 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 'Remahle'). At the bottom of the form are 'Back' and 'Next' buttons.

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

The application will now appear in your Candidate Home under 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.

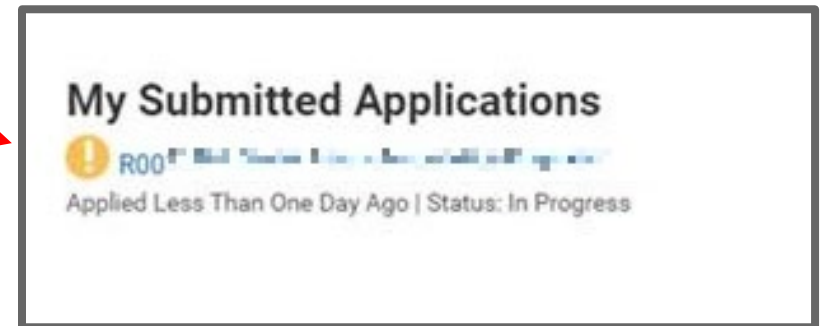
1. Sign in using your **email address** and **password**.

2. Click on **Candidate Home**.

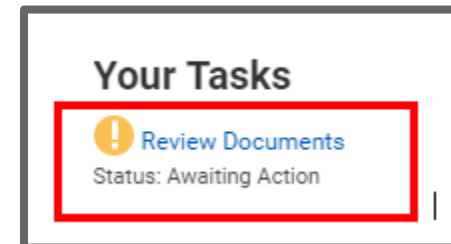


If you are offered the job, you will see an **exclamation point** in front of the application you submitted.

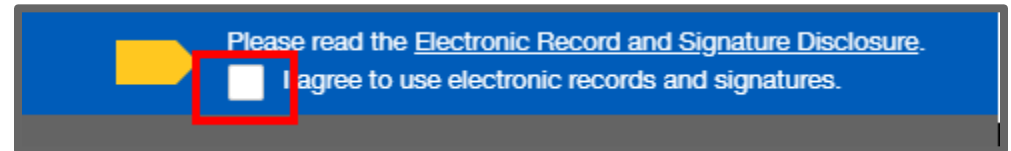
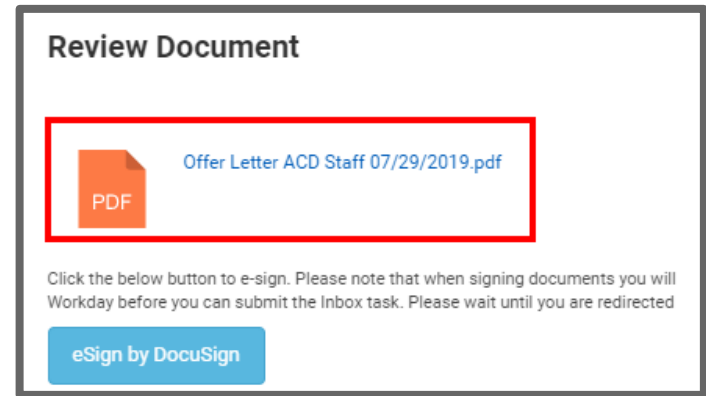
3. Click on the **Job Application**.



4. Click on **Review Documents**.



5. Click on the **Offer Letter** link.
6. Review the offer.
7. To accept the offer, click the blue **eSign by DocuSign** button.
8. Click the 'I agree to use electronic records and signatures' checkbox.
9. Click the **Continue** button.
10. Click **Start** (located at the top left of the offer letter).



Screenshot 8: Image of Start button

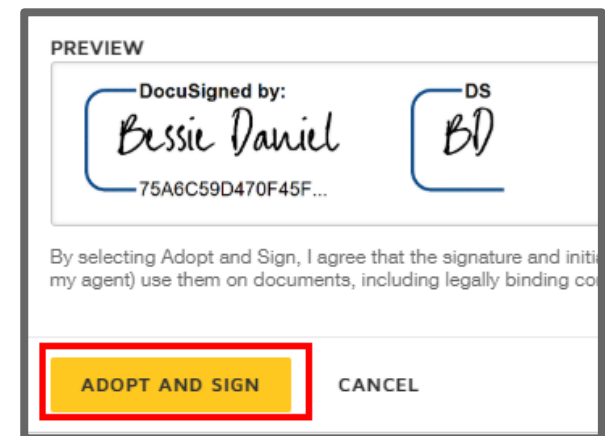
11. The screen will scroll down to the signature line. Click the **Sign**  down-arrow.



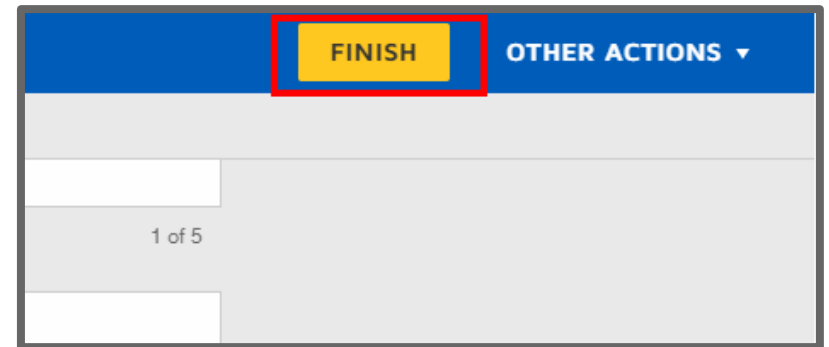
12. A pop-up window displays, which allows you to change your style if desired, by clicking the **Change Style** link.



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

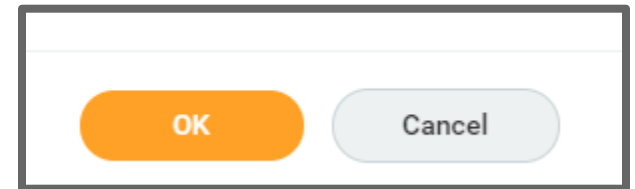


14. Click **Finish** in the top right-hand corner.



15. Click **OK**.

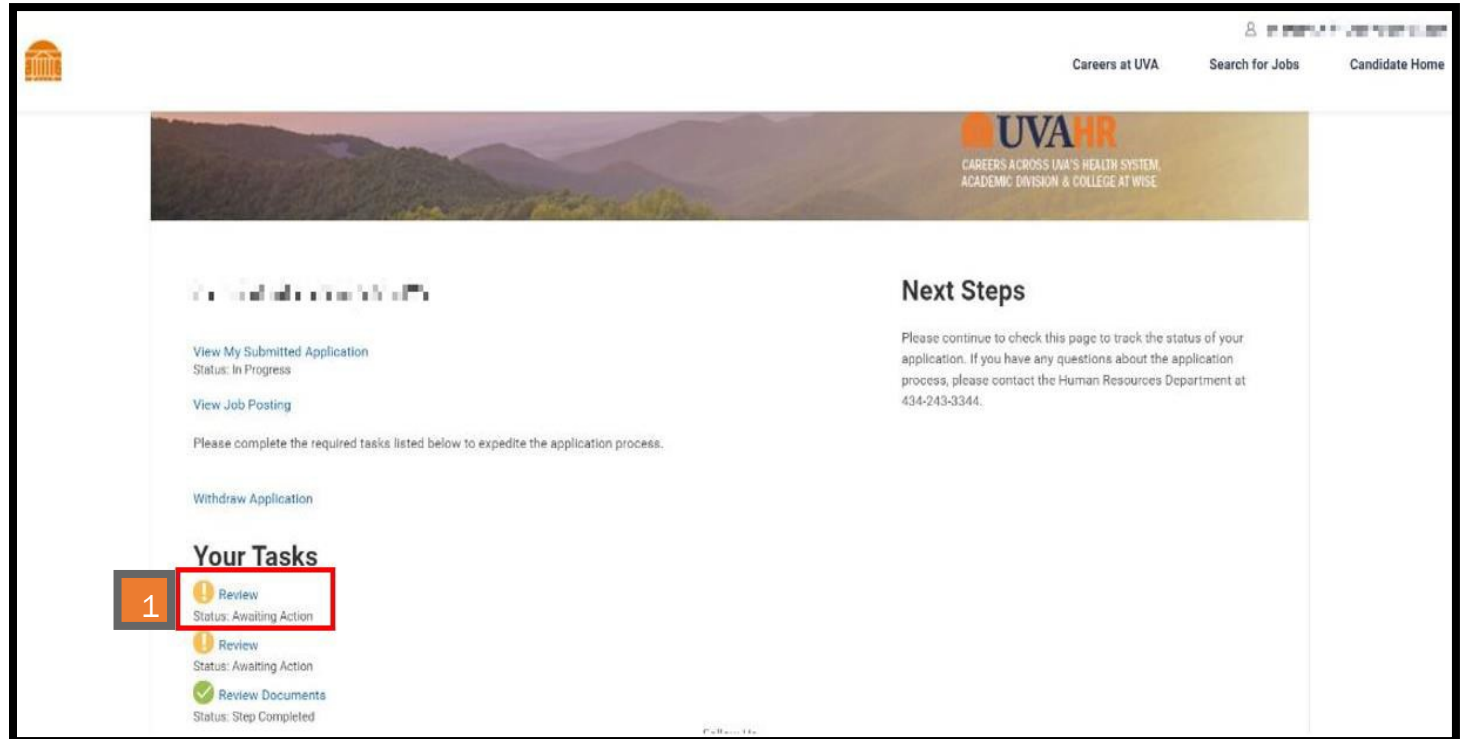
16. After clicking the OK button, your acceptance will go back to the appropriate person for processing.



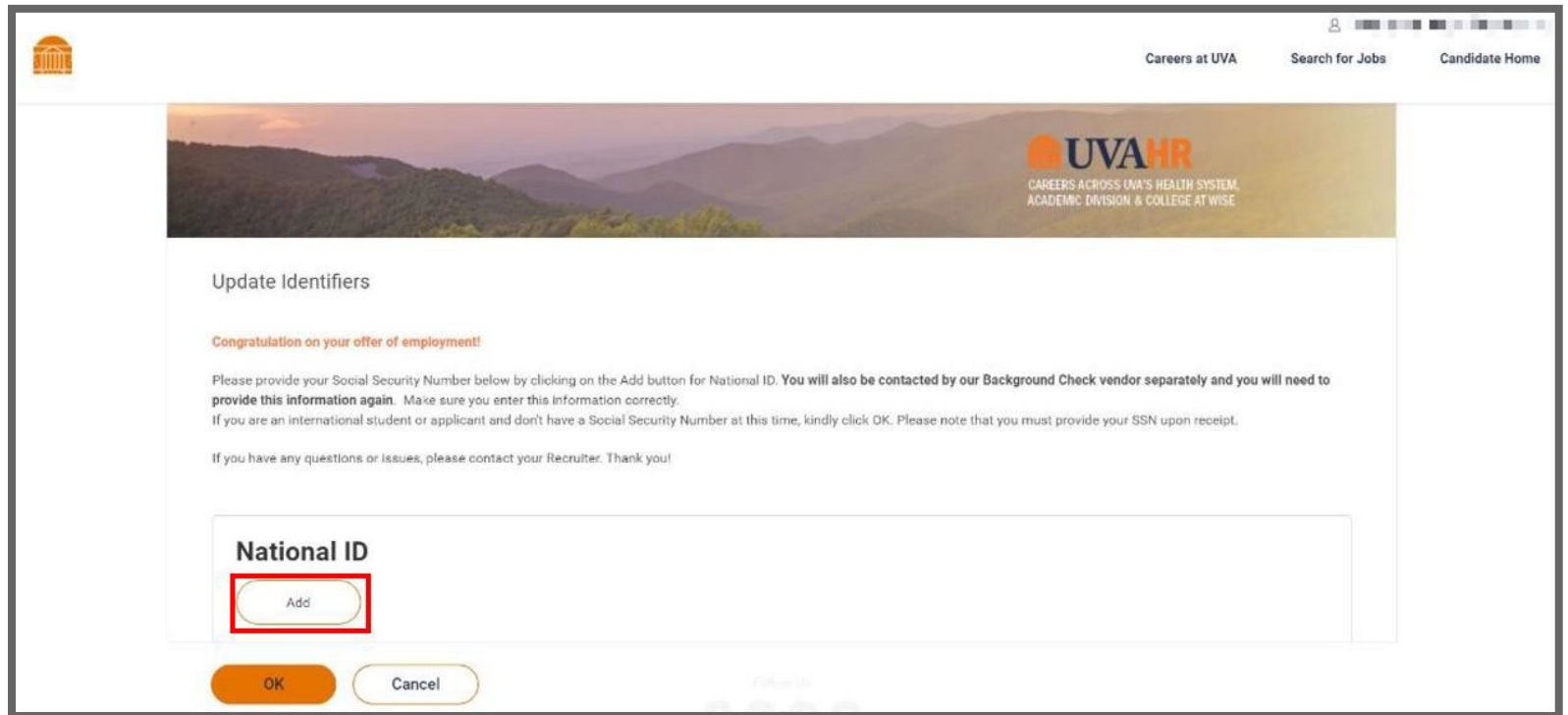
Update Personal Information

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.



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



The screenshot shows a web form for external applicants. The form is titled "Careers at UVA" and includes navigation links for "Search for Jobs" and "Candidate Home". The form contains several fields for identification information, each with a numbered orange box next to it:

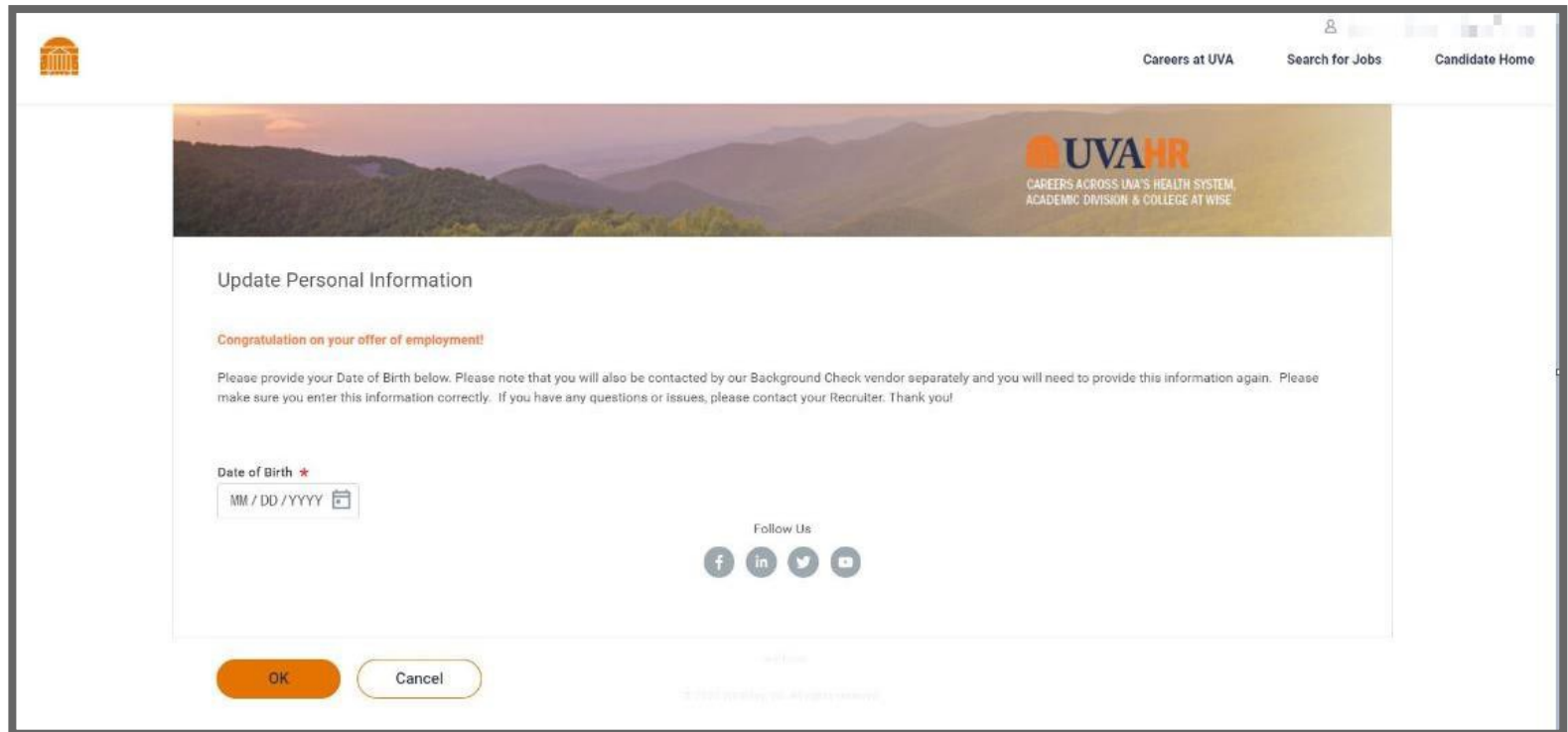
- 3** Country: A dropdown menu with "United States of America" selected.
- 4** National ID Type: A dropdown menu with "Social Security Number (SSN)" selected.
- 5** Identification Number: A text input field containing "123-45-6789".
- 6** Issued Date: A date picker field with the format "MM/DD/YYYY".
- Expiration Date: A date picker field with the format "MM/DD/YYYY".

Below the fields is a "Remove" button. At the bottom of the form are "OK" and "Cancel" buttons.

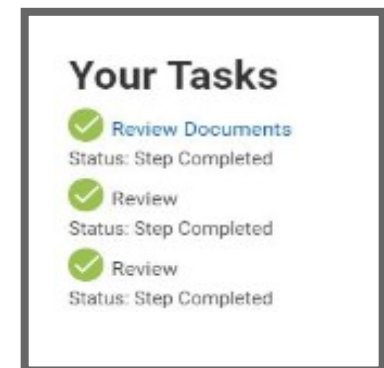
8. Once you click the OK button, the next request to Update Personal Information will display.

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.



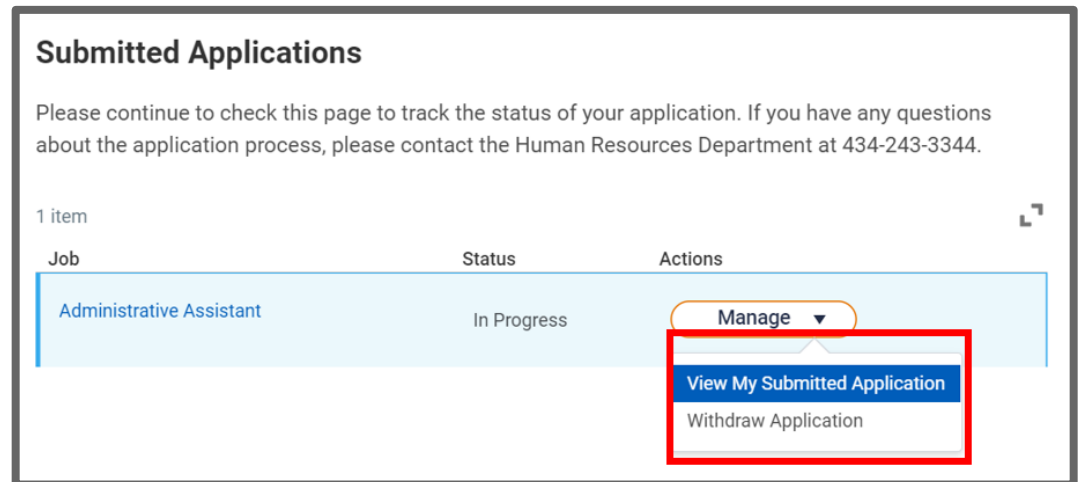
Withdrawing a Submitted Application

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. Click on the **Candidate Home** link.



3. Click the **Manage** drop-down beside the submitted application you wish to withdraw under **Submitted Applications**.



4. Select **Withdraw Application** from the list of options.

- 5. To confirm the withdrawal of the application, click the **Withdraw** button.

Withdraw Application for Administrative Assistant?

Click **OK** to withdraw this job application from consideration. If you do not want to withdraw your application and would still like to be considered for the position, please click **Cancel**.

Withdraw **Cancel**

- 6. The application status now shows as **Application Withdrawn**.

Submitted 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.

1 item

Job	Status	Actions
Administrative Assistant	Application Withdrawn	Manage ▼