HR/Human Capital Management (HCM)
Internal Applicant Process
1.0 Internal Applicant Process

This document provides the internal job applicants (employees) with the process on how to complete a job application in Workday.

To apply for a job internally, perform the following steps:

1. From the HOME screen, in the SEARCH field, enter **Find Jobs**, and then press **ENTER**.

   ![Find Jobs](image1)
   
   **Figure 1-1 Enter Find Jobs**

   The search results are displayed.

   ![Search Results](image2)
   
   **Figure 1-2 Search Results Displayed**

2. Click **Find Jobs**.

   A list of current positions is displayed. See **Figure 1-3 List of Current Positions** on page 2.
List of Current Positions

- **Adjunct Instructor**
  - R1113 | Posting Date: 12/15/2015 | Chastain Center

- **Adjunct Instructor - Advanced Technology**
  - R1137 | Posting Date: 12/15/2015

- **Adjunct Instructor - School of Education**
  - R1127 | Posting Date: 12/14/2015 | Tomue Center For Career and Academics

- **Assistant Dean Business Technology**
  - R1131 | Posting Date: 12/14/2015 | Business Development Center (FPMC B-Building)

- **Assistant Professor (10 months)**
  - R1125 | Posting Date: 12/10/2015 | Mein Campus

- **Bus Driver**
  - R1134 | Posting Date: 12/14/2015 | Kollegegard Student Union

- **Business Technology Program Specialist**
  - R1129 | Posting Date: 12/14/2015 | Main Campus

- **Donor Relations Assistant II**
  - R1132 | Posting Date: 12/14/2015 | Administrative Annex

- **Federal Work Study Student**
  - R1140 | Posting Date: 12/15/2015

- **Institutional Assistant**
  - R1130 | Posting Date: 12/14/2015 | Administrative Annex

- **Librarian/Assistant Professor**
  - R1126 | Posting Date: 12/14/2015 | Miley Learning Resource (FPMC L-Building)

- **Lifeguard/instructor**
  - R1138 | Posting Date: 12/15/2015

- **Medical Examiner Investigator**
  - R1135 | Posting Date: 12/14/2015 | Main Campus

- **Programmer II**
  - R1136 | Posting Date: 12/14/2015 | Floyd Support Services (FPMC G-Building)

- **RCNET Curriculum Developer**
  - R1133 | Posting Date: 12/14/2015 | Bryan Administration Building (FPMC A-Building)

- **Sign Language Interpreter**
  - R1139 | Posting Date: 12/15/2015

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**Figure 1-3 List of Current Positions**
3. Select a position for which you want to apply.

The JOB DESCRIPTION screen is displayed for the position you selected. In this example, the Adjunct Instructor position was selected.

![Job Description Screen](image)

**Figure 1-4 Job Description Screen**

4. Click **Apply** at the top of the screen.

The application is displayed. See **Figure 1-5 Application Displayed** on page 4.
5. Read the instructions as they contain important information.

6. Under the Resume/Cover Letter category, click the paperclip to attach your cover letter, resume, and a copy of your unofficial transcript (or transcripts).

Faculty applicants — If you are applying for a Faculty position, you must also complete and attach the IRSC Application for Certification, which can be found at IRSC.edu>HR/Jobs>Forms and Documents.

Adjunct applicants — If you are applying for an Adjunct position, you must also complete and attach the following forms, which can be found at IRSC.edu>HR/Jobs>Forms and Documents:

- **Adjunct Faculty Data Form**
- **IRSC Application for Certification**

Applicants for Technical Specialist and College Prep Faculty positions — Attach a One-Year Work Verification Letter from current or former employer on their company letterhead.
The applications questions are displayed.

![Application Questions]

Figure 1-7 Application Questions

7. Select the **Yes** or **No** option to answer the question.

   **NOTE**
   If you select the YES option to the above question, attach a copy of your DD-214 or other valid proof of military service. This information can be attached in the same location as the resume and cover letter.

8. Answer the remainder of the questions.

   ![Complete Remainder of Questions]

Figure 1-8 Complete Remainder of Questions
Answering Yes to any of the questions pertaining to criminal history requires a simple explanation of the charges. Your application will not be considered unless this information is provided.

9. Click **Submit** to submit your application.

Before clicking Submit, review the information you have entered for accuracy.

Or

Click **Save for Later** to save the application so that you may complete it at a more convenient time.

Or

Click **Cancel** to stop the application process.

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**Figure 1-9 Click Submit, Save for Later, or Cancel**
Document Change Record

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