

The WORKDAY application

Finding jobs you might want:

- **The best browser** to use is Chrome, the next-best is Firefox.
- Go to oregon.gov/jobs/pages/index.aspx ; in the blue bar on the top, click on **“Look for Jobs”**.
- **Look for jobs** – search features are on the left, such as agency, category and location; the search feature at the top searches the jobs posting content so be specific in your search criteria.

Looking at job postings:

- Jobs are **usually posted for 10 business days**.
- In job classifications, a **lower number means a lower level**. For instance, “Accounting Technician 1” is an entry-level position whereas “Accounting Technician 3” is a position for someone with more experience.
- In looking at **salary ranges**, the state conducts a pay equity assessment comparing your education & experience to current staff to determine what to offer. You can also negotiate upward in that range. Be prepared to offer reasons why you should be given a higher salary, such as experience and education.
- Pay attention to the **“Minimum Qualifications”** section – see that you meet these qualifications before submitting an application.
- The items in the **“Desired Attributes”** section may determine who gets the job – highlight these qualities you have in your application materials. In the “duties” section of your resume, be sure to show where your previous experience included using these attributes.
- Regarding the **application instructions**: follow them exactly! Only give what the job posting asks for, and be sure to give them all the things the job posting asks for. Remember: those reviewing your application like to see details about your skills and accomplishments.
- In the application, be sure to **give yourself full credit** for your experience and accomplishments.
- In looking at **minimum qualifications**, if a position says it requires a certain number of years’ experience, keep in mind that typically a bachelor’s degree counts for 3 years’ experience and a graduate degree counts for 4 years’ experience.

Completing the application:

- **Click on the job title**
- **The new system does not pull from the old neogov.com system**, if you had a neogov.com account and want to use information from it, you can get into your profile on governmentjobs.com in the old system and cut and paste information.
- You will need to **do your application in one sitting** – you can’t save information and come back to it later.
- **Tailor your resume** to the job before submitting it to the system.
- You can **“drop and drag” your resume** into the system and the information in your resume will be imported into your profile. The types of files that will be accepted will be specified; if your resume is in GoogleDocs, turn it into a PDF before dragging and dropping it. Using a lot of graphics can mess up importing your information, so keep your resume format clean.
- After you drag and drop your resume, **check your information in the boxes** in your application to be sure things are in the proper place. You may need to add things like your address.
- **Entering your “Field of Study”** is recommended; entering your GPA is not necessary. Dates of education are not required.

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Completing the application (continued):

- **Completing the “Skills” section is not necessary** but as the system is refined it could eventually be used in searches.
- **Most agencies look at the application only;** however, check the application instructions to see if the agency will also look at your resume and cover letter. Upload your cover letter in the same area as the “Resume / CV Upload”.
- **If you have an online portfolio,** in the “Website” box you can provide a link to this. Most state agencies will not use information on your online sites, so you do not need to add links.
- **If you are asked for something, provide it** – if you are asked for a resume, cover letter, etc., and you don’t provide it, your application will not be considered.
- **Recruiters and agency managers will be able to see your application materials when you apply.**
- **Most application questions are multiple choice.**
- **There are some voluntary disclosures,** such as ethnicity – these are not required to be provided if you choose not to disclose this information.
- Find the **“Terms and Conditions”** listing – be sure to read all of those carefully and agree with them before you check the box.
- **Go to the “Review” screen** and check EVERYTHING in your application for accuracy before submitting it.

Remember:

- The recruiter’s name should be in the job posting – **feel free to contact the recruiter with questions** about the application process.
- **If you’re selected for an interview,** once it is completed you’re welcome to later contact the persons who interviewed you and **ask for feedback on how you did.**

Next steps:

- **After you get the “Congratulations” screen, you still have one more important step to follow** - remember to **check your profile inbox for “tasks”** the recruiter could send you after submitting your application; you may not get an e-mail telling you to complete these important tasks, only the task in your Workday account:
 - **Veterans will get a DD214 request;** this will be uploaded in your profile rather than submitted as part of your application.
 - You could get **requests to send more information** via e-mail rather than through your profile.
 - You may get a **request for a video interview or phone interview** for the next round of screening.
- You could then be called for one or more **in-person interviews;** these will generally be panel interviews.
- You could be informed of a **reference check;** have three professional references ready to provide.
- You may also be informed that a **background check** will be performed; generally job postings will include mention that a background check will be performed on the successful candidate.
- **If you have been selected for the job,** you will typically receive a verbal offer followed by an electronic offer letter in your Workday account.

When you log back into Workday:

- You will see your profile and the jobs you have applied for.
- If a job has closed, you can’t see the posting but you can see your application for it.
- You can withdraw and re-submit your information through your profile page.
- You will also be shown current job openings similar to the ones you have applied for.
- If you want to apply to another job, the system will ask whether you want to use the same resume or submit a different one.