

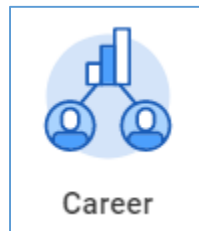
Internal Applicant (Current FAU Employee) Tutorial

This tutorial provides internal job applicants with the process on how to complete a job application in Workday.

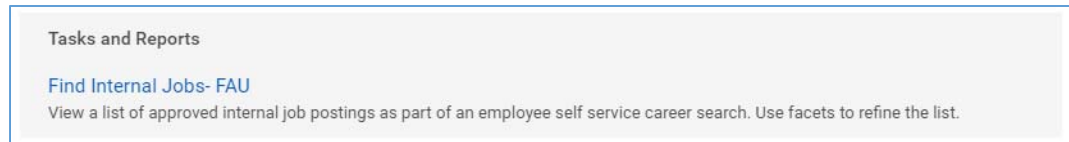
If you copy and paste verbiage from a document into your application, or utilize the option to parse information from your resume, please retype any special characters. For example, if your last name is O'Donnell, and you copy your name from your resume into your application, please delete and retype the apostrophe.

NOTE: If you are not a current FAU employee, please refer to the External Applicant (Non-FAU Employee) Tutorial for instructions on how to apply.

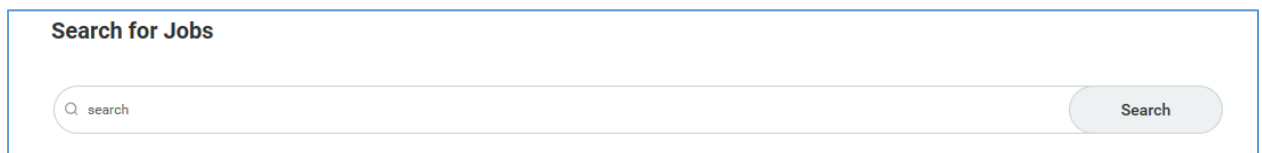
1. Log in to your Workday account by going to <https://workday.fau.edu> and signing in with your FAU username and password.
2. From the Workday homepage, you can find available positions by completing one of the following steps:
 - a. Select the Career worklet (pictured below). Click on the "Find Internal Jobs- FAU" button.



- b. Search "Find Internal Jobs- FAU" in the search bar and then press enter. Select the report from the search results.



3. Find a position that you would like to apply for by scrolling through the available opportunities, or by searching for a specific position.



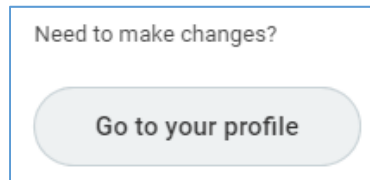
4. Click on the position you are interested in applying for. Read over the position details and qualifications.
5. Click the Apply button.



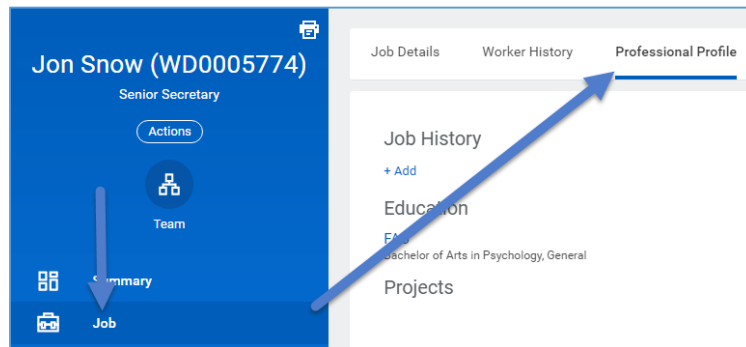
6. Once you are signed in, follow the prompts and instructions within the application to move forward with the process.
7. Make sure to complete the required fields in each section. Fields with an asterisk (*) are required to be filled out.

NOTE: For AMP and Faculty positions, you are required to attach a resume and cover letter for your application. For SP, OPS and Student positions, you are required to complete the Job History section of the application.

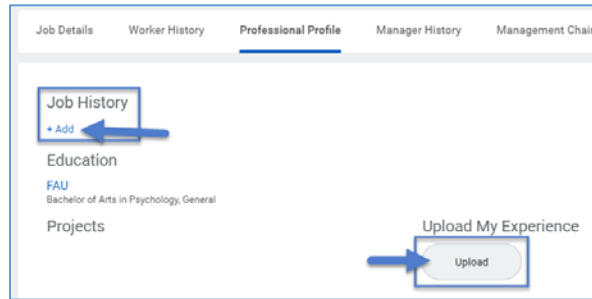
8. If no changes are needed in the Job History section of your application, you can continue to the next step. If you need to update the Job History section of your application, follow the instructions below:
 - a. Select the option to make changes by selecting the “Go to your profile” button (pictured below).



- b. Go to the “Job” section of your Workday profile and then select the “Professional Profile” tab.



- c. Add your experience by selecting “+Add” under Job History or by selecting the “Upload” button in Upload My Experience.



- d. Once you have finished updating your experience, go to your Workday inbox to move forward with your application.
9. Once you have completed the required sections of the application, verify the information entered in your application and make any necessary changes.
10. Verify you have attached all required attachments (i.e. your DD-214 if you are claiming Veterans' Preference, a cover letter if it is required, etc.). Any required documents are listed in the Special Instructions section of the job details.
11. If you are ready to submit your application, click “Submit.”
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.