

Workday: External Candidate Application Process

Welcome and Overview

Thank you for your interest in working for Academy District 20!

The application process includes:

- Searching for jobs
- Creating a Candidate Home Account (first-time only)
- Filling out the job application
- Submitting your application
- Providing additional information
- Creating Job Alerts (optional)
- and more!

[Search for Jobs](#)

About Academy District 20

Academy District 20 (ASD20), founded in 1957, is one of the largest school districts in the Pikes Peak Region. With almost 40 schools, the district serves approximately 26,000 students.

The mission of Academy District 20 is to educate and inspire students to thrive.

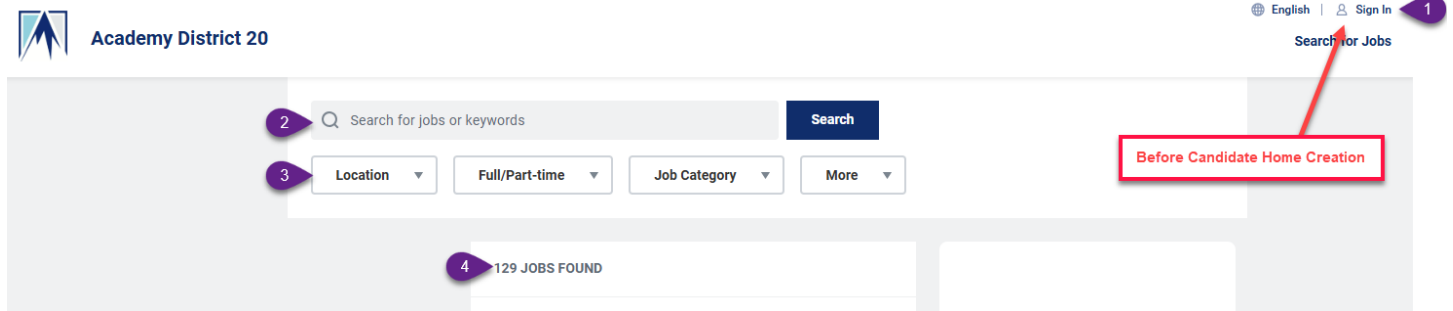
Due to the large number of applications we receive, we are unable to contact those applicants not selected for interviews. Thank you for your understanding.

Please note fingerprinting and background checks are required for all positions.

Academy District 20 is an [Equal Opportunity Employer](#).

Academy District 20 Candidate Home

The [Search for Jobs](#) page is the landing page for your application process. This page will give you access to several key areas of the site.



1. Candidate **Sign In**
 - a. You'll click **Sign In** to create a Candidate Home Account as described in the next section and once created, to submit applications, review the status of existing applications, complete associated tasks, etc. When you are signed in, the words **Sign In** will be replaced with your email address.
2. Text search field
 - a. Searches may be conducted by words, partial words, and/or phrases.
3. Search filters
 - a. Selected filters will limit the associated jobs displayed and include: Location, Full/Part-time, Job Category, and Job Type.

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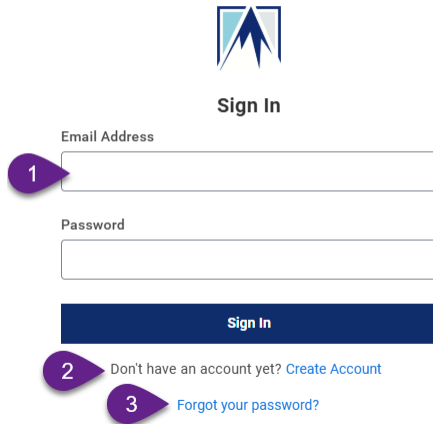
4. Results

- a. By default, all jobs are shown unless a search or a filter has been applied.

Candidate Home: Create Account

Clicking the **Sign In** link will allow you to:

1. Sign into your previously created candidate profile,
2. Create an account, or
3. Reset your password.



Sign In

Email Address

1

Password

Sign In

2 Don't have an account yet? [Create Account](#)

3 [Forgot your password?](#)

To create an account, you must complete all required fields and check the consent box. The passwords created here are not visible inside the Workday system and cannot be managed by HR or IT staff. After creating an account, you'll receive a confirmation email including a link to confirm your email address and complete the setup for your Candidate Home Account.

Candidate Home: Candidate Home and Job Alerts

Clicking on the **Candidate Home** tab while signed in will take you to the list of your tasks, applications, similar jobs, and give you access to update your contact information or account settings.

My Tasks shows any pending tasks for positions you have applied to and is the most important section to check regularly during your application process.

My Tasks

Please review the pending tasks related to your job application(s). These tasks are required for you to proceed in the process.

To Do (2)

Completed (3)

Task	Job Title	Job Req	Task Status	Date Assigned	Action
			Not Started	November 18, 2024	Start
			Not Started	November 18, 2024	Start

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My Applications shows the positions where you have initiated and completed the application process.

My Applications

For your convenience, the current status of your application can be viewed in the left column of this screen. Any necessary action items are identified by an exclamation point. Our online listing of current openings is updated daily. Be sure to check it for additional opportunities.

Active Inactive

Job Title	Job Req	My Application Status	Date Submitted	Action
.5 Academic Support Teacher (INR)	R0009960	Not Submitted Created on August 7, 2024		...

The **Similar Jobs** list is generated based on the jobs you have applied to.

Job Alerts allow you to configure notifications that can be sent to your **email** based on a Job Category, a specific Job Type, or other variables that show up in the search function. You can edit or delete these alerts once created.

1. Name Your Alert: You'll want to give it a name meaningful to you.
2. Frequency: Daily or Weekly
3. Job Category: Pick the category that best aligns with your job interest.
4. Location: Not applicable since all positions with District 20 are in the U.S.
5. Job Type: Generally, you'll want to select **Regular** or leave it blank.
6. Full/Part-time: Select full or part-time.

Candidate Home: Required Fields

Required fields are denoted with a red asterisk(*). These fields must be answered and will result in an error if they are skipped. Errors in the application will show up as a red bar. Clicking on the red bar will give you a description of the area. Elements of the page may also be highlighted in red to help you find what is missing.

Candidate Home: Submitting an Application

Once you've located a prospective job through [Search for Jobs](#), you are welcome to apply. You'll apply for any job by clicking the **Apply** button on the posting. If you haven't already signed into your Candidate Home account, you'll be asked to sign-in or create the account.

Please be sure to review the information for your prospective job to ensure that you meet the requirements for the position for which you are applying. You'll also want to note the start date, site, and other pertinent information.

The first step in the application process will be to choose your application method:

- Autofill with Resume
- Apply Manually
- Use My Last Application (only available/applicable after first application has been submitted)

Selecting the **Autofill with Resume** option will use your resume to fill in important information on your application. You'll have the ability to review and edit this information in future steps.

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The upload resume feature can parse the following formats:

- Word Document
- PDF Document
- Text Document
- HTML Document

Once the resume has been uploaded, you'll go to the **My Information** step. You'll see the information that has been populated from your resume and can edit where needed. The information will be used for this application and can be copied for future applications. For this reason, you'll want to ensure that all information is accurate and complete. If you are missing any required information, you may receive an error. **You should also be sure to include contact information for your supervisor references on your resume, if possible.** This will keep you from having to re-enter them each time you apply for a position.

Once an application has been submitted, you will be unable to make any changes. The only option will be to withdraw your application and re-apply with the correct information.

Application: My Experience

The application will continue with **My Experience**. If you used the Autofill with Resume option, much of this information is populated from your resume, but you'll want to validate carefully as resumes can have a variety of formats. Be sure to check the dates of your employment and fill in the role description of your job duties.

The other elements of **My Experience** include:

- Education: Please list any Schools/Universities, Degrees, and Fields of Study
- Certifications: You will most likely need to add these, be sure to refer to the job posting, so you can fill in the appropriate information.
- Skills: This list will display other skills past users have submitted. Please be aware that anything you add will be visible to other users. Academy District 20 does not maintain this list and is not responsible for the items on this list.
- Languages: Please provide any languages in which you can communicate and your proficiency level.
- Websites: You are welcome to provide any pertinent websites you would like the hiring manager to be able to view in connection with your application.

Application: Application Questions

After entering your experience you'll need to respond to some application questions. These questions will provide important information, much of which is required for you to move forward in the application process. **These questions are a requirement for each application you submit.**

The first set of application questions ask about convictions, unlawful behavior, revocation of licenses, or dismissal from employment. If you answer yes to any of these questions, you will need to provide an explanation.

Please be aware that Academy District 20 requires all applicants for hire to provide their fingerprints which will be sent to the Colorado Bureau of Investigation and Federal Bureau of Investigation for the purpose of conducting a police criminal background investigation.

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The second set of application questions are only applicable for certain jobs, and when applicable, they will look different depending on the type of job you are applying for. These questions will provide additional information to the hiring manager, human resources, and the interview team. Many of the items provided on this page are listed on the job posting in the **How to Apply** section.

You will want to pay close attention to the requirements for the upload on this page (if applicable). Some attachments will require one file, while others might require two or three files. **Please be aware that once you submit your application for a position, you will not be able to edit the application. If you are missing any required information you will need to withdraw your application and provide a new application. Human Resources will not be able to add items or change answers on a completed application.**

Application: Voluntary Disclosures

The next step includes any voluntary disclosures. Specific answers are optional and are not used to make any employment decisions.

Application: Terms and Conditions

The terms and conditions **are** required for all applications. Be sure to read this information carefully. If you agree to the terms and conditions, you will need to click the box marked **I certify my information is accurate and agree to these terms**.

Completing the Application

Congratulations! You're **almost** done with the application process. Your application has been submitted for the position but is not yet complete. The last piece is completing the questionnaire requesting the names and contact information for three supervisor references if they are not already listed on your resume. If they are fully listed on your resume, you can simply indicate this on the questionnaire and submit it without entering further information.

Candidate Home: Review Documents

After you've completed your applications, you'll want to check your email and **Candidate Home** for any relevant notifications. These notifications may require you to provide additional information or complete other tasks.

Candidate Home: Job Offers

If you are selected as a finalist for a position, you will receive an offer through your **Candidate Home**. Please review the offer carefully as it will include a salary estimate. This salary estimate assumes that the information you included in your application is accurate, verifiable, and demonstrates your qualifications for the position. The offer does not create a binding contractual relationship and is contingent upon the completion of any remaining processes.

If you accept the offer, select **I Agree**, then **OK** to submit, and you will continue the hiring process. Rejecting the offer with withdraw you from consideration.

Other information may also be requested during the offer process. This data helps us gather important information for our reporting.

Getting Help

If you need help, please contact Human Resources through the ASD20 Help Desk at help@asd20.org.