

## Workday: Steps for Existing Staff to Request Transfer / Submit Internal Application

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Login to Workday (<https://wd5.myworkday.com/asd/d/home.html>)

On the Home page, click on **Menu** in the upper left to access a full list of apps and click on **Jobs Hub**.



From the **Jobs Hub**, you can **Browse Jobs** and view existing applications.

Click on **View Job** to display the **Job Posting Details** and the **Apply** button.

Click **Apply** to open the application screen where you can update **Experience, Education, Certifications**, etc., as needed. The system automatically pulls in information already in your **Worker Profile**. You can update any of this information and choose whether to have the data entered in your application replace the information in your profile by checking the box under each section, where applicable.

A screenshot of the "Education" section in a Workday application form. It features a white rounded rectangular button labeled "Add" inside a larger white rounded rectangular box. Below this, there is a checkbox followed by the text "Replace the Education information in my profile with this information". A red arrow points from the "Add" button down to the checkbox.

The application routes to your current supervisor prior to appearing in the applicant pool. Once your supervisor approves/acknowledges the internal career application, a follow up questionnaire is delivered to your Workday inbox requesting that you provide names, titles, and contact information for three supervisory references.

Once all requested information is entered and required documents uploaded, click **Submit**.

Enter this information in the indicated boxes of the questionnaire or, if the information is already listed on your resume, answer **Yes** to the first question, stating **I have provided these references on my resume**.

Click **Submit** on this task to complete your internal application.

**Important Note:** Once an application/transfer is submitted, there is no opportunity to modify or update the application.