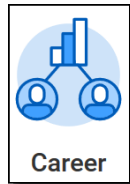


Find Jobs Task to Transfer/Apply for Existing Staff

Existing staff will submit a transfer/application for open positions inside Workday and are not required to create an external candidate profile to apply.

From the Workday landing/home page, existing staff members will click on the Careers application and then click on the Find Jobs action to display the Find Jobs search page. Using the Withdraw Application button will allow internal candidates to view any submitted applications and to withdraw if needed.



Actions

- Find Jobs
- Withdraw Application

Find Jobs Actions

Q search Search

> Saved Searches

Current Search Save

Search Filters Clear All

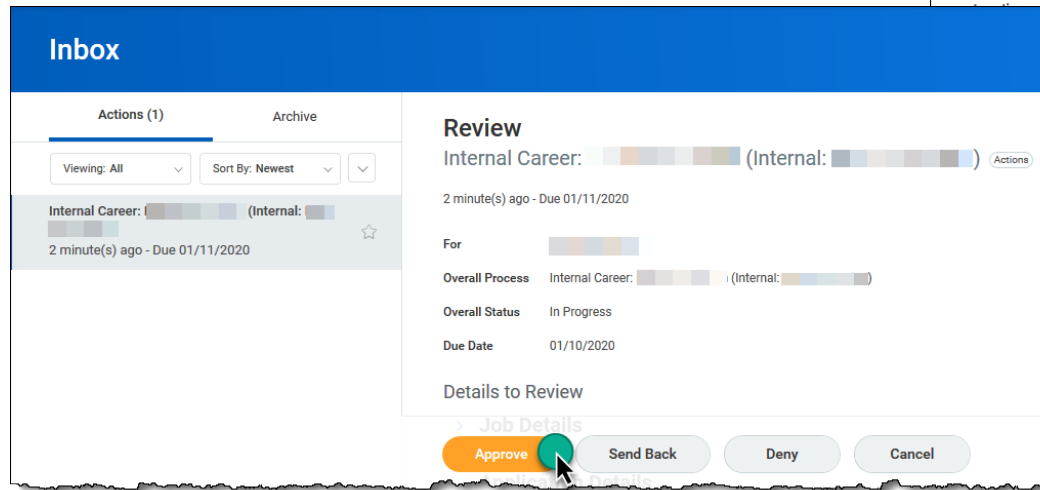
- Distance**
 - Within
 - select one
- Postal code
- Full/Part-time
- Hiring Manager
- Is Evergreen
- Job Category
- Job Family

33 Results

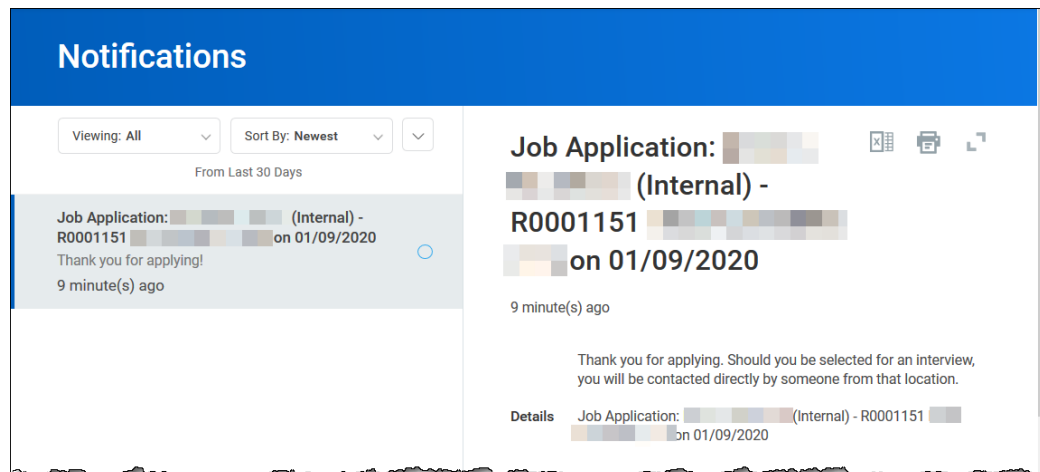
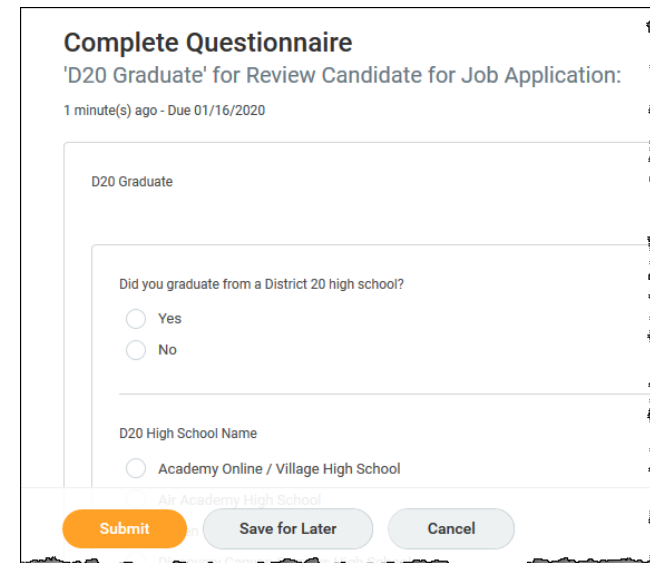
- Math Teacher**
R0001155 | Posting Date: 01/08/2020 | Timberview Middle School
- Custodian -Facilities Roaming**
R0001154 | Posting Date: 01/08/2020 | Facilities Management
- 8th Grade Math Student Teacher**
R0001153 | Posting Date: 01/08/2020 | Challenger Middle School
- Classroom Teacher**
R0001152 | Posting Date: 01/08/2020 | Antelope Trails Elementary School
- Lead Custodian**
R0001151 | Posting Date: 01/08/2020 | Chinook Trail Middle School
- Assistant Director for Talented and Gifted (TAG)**
R0001150 | Posting Date: 01/02/2020 | EAC (Education and Administration Center)
- Academic Support Teacher (Learning Coach)**
R0001149 | Posting Date: 12/28/2019 | Discovery Canyon Campus High School

Clicking on a position will display the **Job Posting Details** page with information about the position as well as the **Apply** button.

Clicking **Apply** will display the application screen where the candidate can upload applicable documents as requested. **Important:** Once an application/transfer is submitted, there is no opportunity to modify or update the transfer. To do so the candidate will need to withdraw the application and reapply.



Submitting an application as an existing staff member will trigger an approval step to the staff member's supervisor and create any applicable follow up Inbox items for any additional information needed, such as the D20 Graduate data collection.



← After the process has been approved, the candidate will receive a Notification indicating the application process is complete.