

Quick Reference Guide: How to Apply for a UChicago Job (Current Employee)

Keep in mind

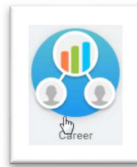
- It is recommend to review and update your profile prior to applying for positions.

Information Needed

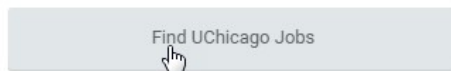
- Updated resume.
- Additional documents may be required, depending on the application requirements documented on the job requisition.
- Key words to search for positions.

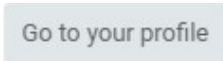

Steps:

1. Select your Career Worklet from your Workday Dashboard.



2. Select **Find UChicago Jobs**.




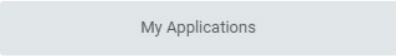


3. Search for a position for which you qualify. There are two ways to search for a position.
 - a. Search based on key words in the search bar.
 - b. Filter by Full/Part-time, Job Category, Job Family, Job Profile Organization, or Primary Location, and/or Worker Type.
4. After identifying and selecting a position, select **Apply**.
5. Review your profile to confirm accuracy. Select **Go to Your Profile to Update** . From your profile, on the left side select **Career** .



For detailed instructions on how to update your Career Profile, go to “Updating Your Career Profile in Workday” QRG.

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6. After you have confirmed your profile is updated, upload your latest version of your resume in the Resume/CV section. If additional documents are required per the application instructions, select **Upload, in the Resume/CV section** and select your additional documents to upload. Continue process until all documents have been uploaded. If you mistakenly uploaded an incorrect document, select the delete icon. 
7. Using the radio dial buttons , respond to the application internal questions.
8. Select **Submit**. 
9. Track your application status. From the Career Worklet, select **My Applications**  under the view column.