

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


Keep in mind

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

Information Needed

- Updated resume
- Any additional required documents, as documented on the job requisition.
- Key words to search for positions and/or job req number

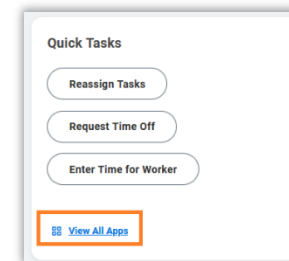
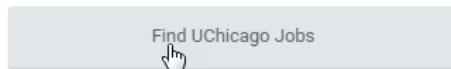
Steps:

1. Review your profile to confirm accuracy. Click on the cloud  icon in the upper right-hand corner of the Workday home page and select “View Profile.” From your profile, on the left-hand menu, select **Career** and edit the applicable sections.



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

2. From the Workday home page, click on **View All Apps** under **Quick Tasks** and select **Career**.
3. Select **Find UChicago Jobs** under the **View** section on the right.




4. Search for a position for which you qualify. There are two ways to search for a position.
 - a. Search based on key words or job requisition number in the search bar.
 - b. Filter by Full/Part-time, Job Category, Job Family, Job Profile Organization, or Primary Location, and/or Worker Type.
5. After identifying and selecting a position, carefully review the application requirements. When you are finished, select **Apply**.

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If you need to make any further changes to your career profile, you can click on the **Go to your profile** button and select **Career** from the left-hand menu to make additional changes. You will need to navigate back to the posting once this is complete.

6. Upload your latest version of your resume either by clicking on **Select files** and choosing the file from your computer, or by dragging and dropping the file into the gray box.. If additional documents are required per the application instructions, select **Upload** and select your document. Continue this process until all documents have been uploaded. If you mistakenly uploaded an incorrect document, select the trash can  icon.
7. Using the radio dial buttons , respond to the application internal questions.



You will not be able to edit your application once it is submitted!

8. Select **Submit**.



9. To track your application status, from the Career Worklet, select **My Applications**



from the **View** section.