

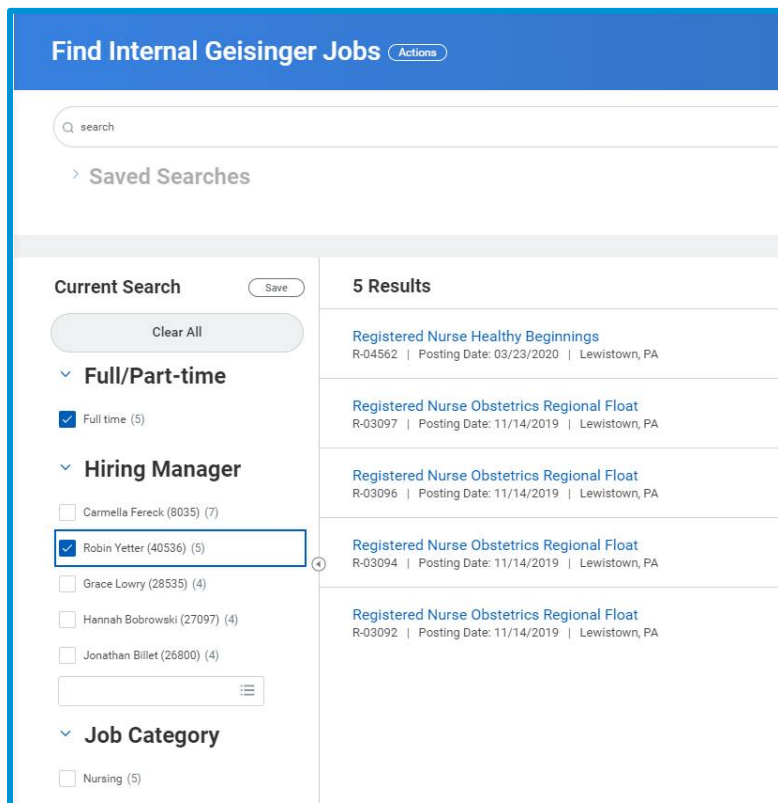
Recruiting: Employee Referrals and Job Search

FIND AND APPLY FOR JOBS

FIND JOBS

From the Career application:

1. **Find Internal Geisinger Jobs** under *View*. *Find Internal Geisinger Jobs* is the internal career site where employees search and apply for jobs.
2. View open positions on the page or use filters on the left to narrow your search. You can also enter keywords in the search field to find relevant positions.



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Important: You can click **Clear All** to clear the filters applied.

3. Click the open position you are interested in to view the job description.

BEFORE YOU APPLY FOR A JOB

If this is your first time to apply for a job, make sure your employee profile reflects current information. You need to have at least 1 entry in Job History and 1 entry in Education to apply for an internal job. Go to your profile by clicking the blue cloud in the upper right-hand corner of your homepage.



1. Click on **Career** (lower left side).
2. Click on **Job History**
3. Click the **Add** button. Fill out required fields (Job Title, Company, Start Date).
4. Click **Submit**.
5. Repeat the process with the **Education** tab.
(**Note:** Country and school are required fields.)



My Job Applications Job History Certifications Education Skills Languages Career Interests Travel Relocation

none entered

Add Upload My Experience

Country * United States of America

School *

If you cannot find the school, click here

Degree

Degree Received select one

Field of Study

First Year Attended YYYY

Last Year Attended YYYY

Grade Average

> Attachments

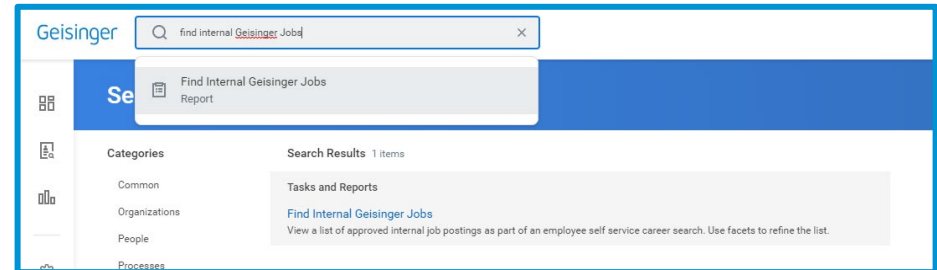
Remove

Add

Submit Save for Later Cancel

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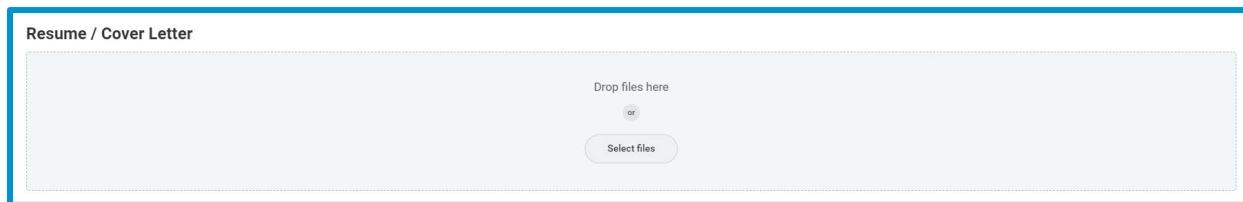
- Now you are ready to Apply! In the Search Bar, type 'Find Internal Geisinger Jobs' and hit **Enter**. You will be back on the Internal Job Board and can Apply to jobs.



APPLY FOR A JOB

Once you have found a job you want to apply for using the previous task, you can apply directly through your Workday account.

- Click the Apply button.
- Click **Go to Your Profile** and make any updates you would like included in this job application. Navigate back to the job posting and click **Apply** again.
- Click the **Select files** button in the Resume/Cover Letter section or drag and drop files in the designated area to attach them to your application.



- Complete the questionnaire.
- Click **Save for Later** if you would like to complete your application later or click **Submit** to submit your application.

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Note: Any additional edits made to your Worker Profile following the submission of your application will not be reflected on your application. Only the information and attachments present at the time of submission are included.

VIEW MY APPLICATIONS

From the Career application, click **My Applications** under View. From here, you can see the date you applied for the position, your stage in the process and additional information regarding the position.

Date Applied	Candidate Stage	Job Title
08/13/2018	Review	Internal: Shipping & Receiving Associate

REFER A CANDIDATE

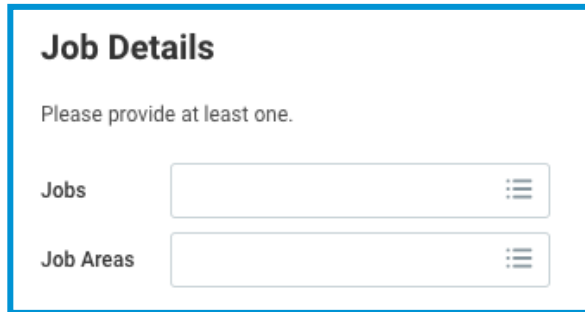
Workday allows you to refer and track candidates directly through the system.

From the Career application:

1. Click **Refer a Candidate** under Actions.
2. Enter the candidate's first name and last name.

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3. Enter a contact email and/or phone number.
4. Select Jobs or Job Areas in the Job Details section to search for open jobs. Click the prompt ☰ icon to browse or enter a job requisition number or keyword to search.



Job Details

Please provide at least one.

Jobs

Job Areas

5. Add additional information or attachments that would be helpful for the recruiters and hiring managers in the sections provided.
6. Click **Submit**, then **Done**.

[VIEW MY REFERRALS](#)

From the Career application, click **My Referrals** under View. Here, you can view the candidate's name, the specific position you referred them for, the stage in the recruiting process, personal notes entered, and other submission details.