

## APPLYING FOR INTERNAL CAREER AND ENTERING REFERRALS

### THIS GUIDE IS FOR: ALL EMPLOYEES


Workday@OK will be used for both internal and external applicants to apply for career opportunities. The guide below details how employees can explore and apply for jobs, and how you can refer someone outside of the organization to a specific role.

### MAINTAIN SKILLS AND EXPERIENCE

Keeping your Workday@OK career information up to date allows for a quick and easy job application process. See the [Updating Talent Profile user guide](#) for steps on how to update these details in Workday@OK.

### APPLYING FOR INTERNAL CAREER OPPORTUNITIES

1. From the home page:
  - a. Select **View All Apps**.
  - b. Select **Career** application.
  - c. Select **Find Jobs – Internal State of Oklahoma**.
2. Use the filters and search field on the left side to sort the open positions based on your desired criteria.
  - a. If you wish to preserve these criteria for a future search:
    - i. Select **Save**.
    - ii. Name the search.
    - iii. Select **OK**.
3. When you've found an opportunity of interest:
  - a. Select the **hyperlinked** posting title to view details.
  - b. Select **Apply**.
4. Review the details of your profile and attach your resume and cover letter, if applicable.
  - a. Select **Go to Your Profile** if you wish to make changes.
5. Select **Submit**.

 If you select **Save for Later**, the progress you've made on your application will be saved in your Workday@OK inbox for you to complete later and will not yet be submitted.

### WITHDRAWING YOUR JOB APPLICATION

1. Select **View All Apps**.
2. Select **Career**.
3. In the **Actions** section, select the **Withdraw Application** button.
4. **Check** the box next to the application you wish to withdraw.
5. Select **OK**.

### REFERRING A CANDIDATE FOR A CAREER OPPORTUNITY

1. Select **View All Apps**.
2. Select **Career**.
3. Select **Refer a Candidate**.

Enter the required information:

- a. **Name** – First and last name of the individual you are referring.
- b. **Contact Information** of the individual you are referring.



- c. **Job Details** – Search and select the posting you are referring them to.
  - i. Note: Within the **Career** application of the homepage, you can select **Find Jobs** to view all open opportunities.
- d. **Relationship Details.**
- 4. Include any desired optional information such as **Attachments** (resume/cover letter) and **Social Media Links**.
- 5. Select **Submit**.