

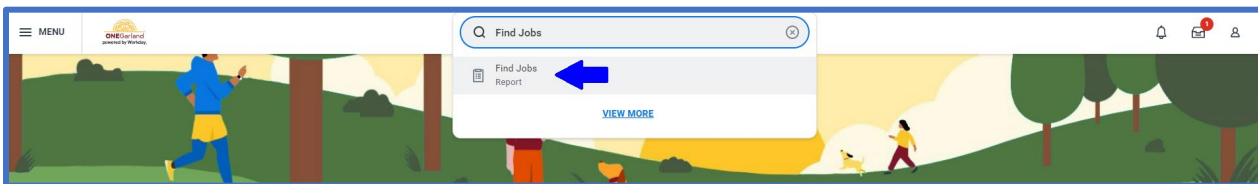
This job aid provides current employees step-by-step instructions on how to perform tasks such as internal job searches, applications, job alert setup, and referrals.

## SEARCH AND APPLY FOR INTERNAL JOB POSTINGS

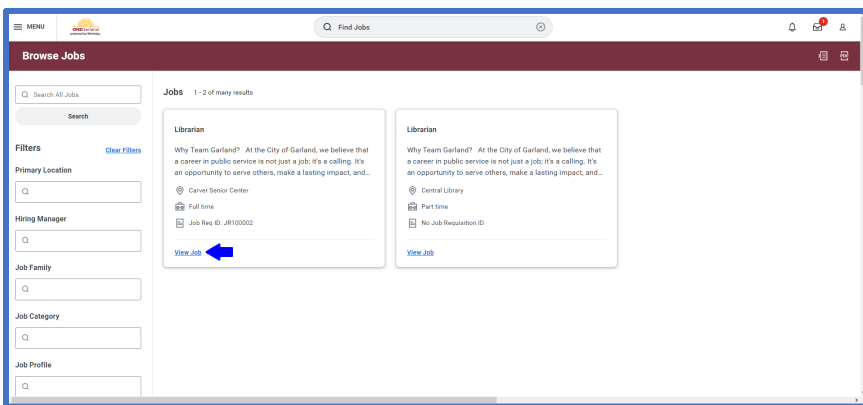
Apply for internal job postings by signing into your Workday Employee Profile:

From the Home page:

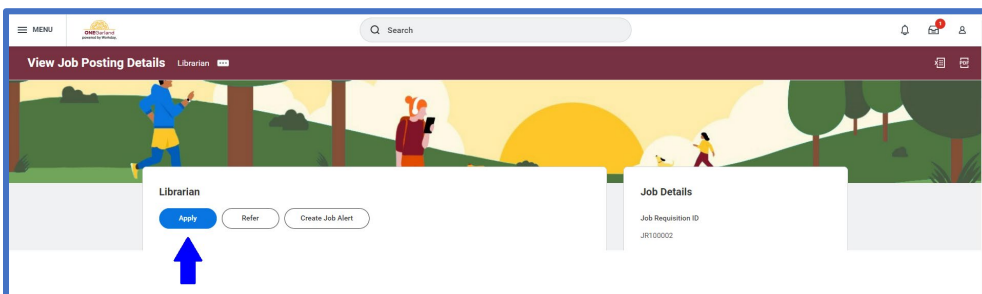
1. Search and select the **Find Jobs Report**.



2. Click on the blue **View Job** hyperlink to view the job description.



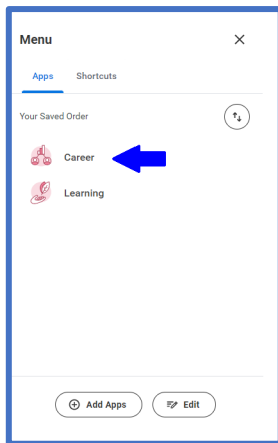
3. Select **Apply** to complete the application.



4. Update your career profile and click **Submit** to complete the application.



Tip: To streamline your access to internal postings, consider adding the Career application to your Apps menu. From the Home screen, access the **Menu**, then select **Add Apps**, search for **Career**, and finally, click the **+** icon to include the application in your menu. This will provide you with a convenient and efficient way to quickly access internal postings.

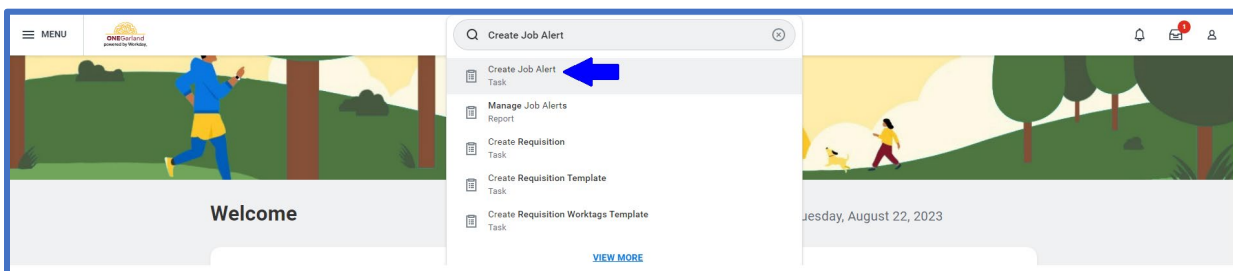


## CREATE JOB ALERTS

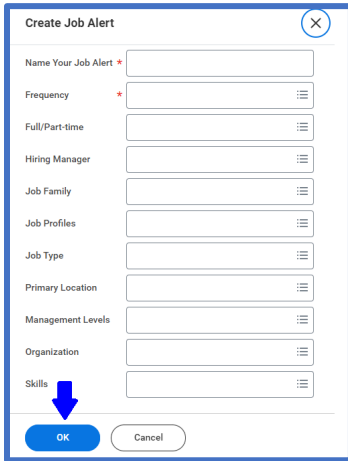
Create customized job alerts for positions that align with your preferences and career goals.

From the Home Page:

1. Search and select the **Create Job Alert Task**.



2. Fill out the fields according to your preferences and then choose **OK**.



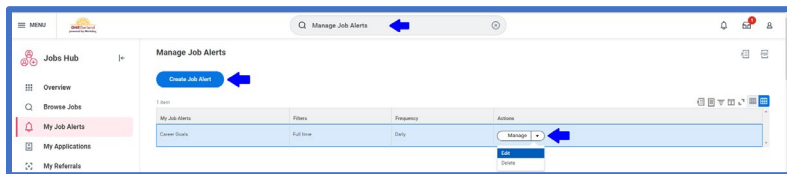
The 'Create Job Alert' form contains the following fields:

- Name Your Job Alert \*
- Frequency \*
- Full/Part-time
- Hiring Manager
- Job Family
- Job Profiles
- Job Type
- Primary Location
- Management Levels
- Organization
- Skills

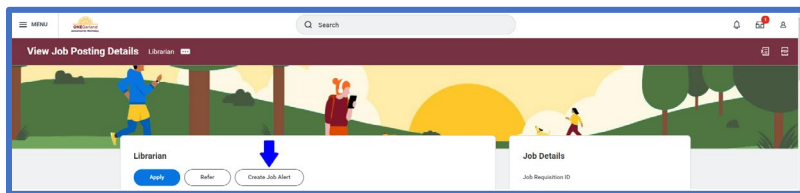
At the bottom, there are 'OK' and 'Cancel' buttons. A blue arrow points to the 'OK' button.



**Note:** To manage your job alert notifications, search and select the **Manage Job Alerts Report**. You can create new job alerts, as well as modify or remove existing alerts.



Additionally, you can also generate job alerts directly from specific job postings by utilizing the **Create Job Alert** option available on the requisition.



## QUESTIONS?

If you have questions about Workday Recruitment, please email [Talent@GarlandTX.gov](mailto:Talent@GarlandTX.gov). We're here to help!