



Cornell University is very excited that you are again considering an opportunity with our organization. We strive to ensure that all applicants are provided with the necessary resources to best position themselves for success in the hiring process. We would like to wish you the best of luck and hope that you find success at Cornell University.

The purpose of the below guide is to offer some high level instructions on how to navigate your way through the application process as well as to answer some common questions that you might have.

Getting Started: Adding or Updating Your Professional Profile



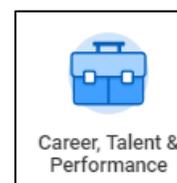
Important Note: We strongly recommended that you complete your **Workday Professional Profile** to share your work history, education, and skills prior to applying for a position. This information is an essential part of your internal application process.

1. Click on your name or photo in the upper right-hand corner and then click on the **View Profile** link,
2. Click the **Career** task to open your **Professional Profile**.
3. You can begin to enter your job history, education and skills by clicking Add/Edit.

For detailed instructions please see: [How to Add and Update your Professional Profile](#).

Applying for a Job as an Internal Candidate:

1. From the Workday homepage, click on the **Careers, Talent & Performance** icon and then select **Find Jobs – Staff, Union, Librarian, and Temporary**.
2. Scan and review the various jobs of interest, using the Filter on the left as necessary.
3. Click the **Job Title** to read more about the Job Description, such as Location, Job Family, Hiring Manager, Contact Name, etc.
4. Click the **Apply** button on the Job Posting of interest.
5. The next screen displays information taken from your **Professional Profile** (information such as Experience, Education, and Skills are listed).



Important Note: If the Professional Profile is not updated as desired, the candidate should click the **Go to Professional Profile** button to update prior to applying.

6. Click the **Attachments** button or use the **Click to Add Files** box to add attachments.
7. Scroll to the bottom half of the page, and answer the questions.

Diversity and Inclusion are a part of Cornell University's heritage. We are a recognized employer and educator valuing AA/EEO, Protected Veterans, and Individuals with Disabilities.

8. At the bottom of the page, there are three options to select from: **Submit, Save for**

Later, or Cancel

- a. If satisfied with the application, click **Submit**.
 - b. If you want to revisit the application again prior to submitting, click **Save for Later**.
 - c. If not interested in applying, click **Cancel**.
9. You can **My Applications** on the **Careers, Talent & Performance** icon (homepage) to see a list of all the jobs you've applied for and their status.

Related Questions on the Application Process:

- **How can accommodation be requested to assist with the application process?** If you require and accommodation for a disability so that you may participate in the application or selection process you are encouraged to contact Cornell University's Office of Workforce Policy and Labor Relations. That office can be reached at voice (607) 254-7232, or via fax at (607) 255-0298 or email at equalopportunity@cornell.edu.
For internet access please visit your local library, Department of Labor or contact the Recruitment and Employment Office for assistance.
- **Can an internal applicant just add attachments, must I update by Professional Profile?** It is in your best interest to complete your Professional Profile and answer all of the application questions in addition to attachments. This increase the likelihood that your application will display as Recruiter, Search Committee Members, Hiring Managers, and Interviewers search for candidates that match their needs.
- **Before I applied for a position, I clicked on the button to update my Professional Profile, I made some changes but confused where should go next?** After you modify your profile on the Careers tab of your Workday employee profile, you can type "Find Jobs" in the search box to resume your application process.
- **Why doesn't all my Professional Profile information display on the application?** The information from your Professional Profile may collapse depending on the amount of text you entered. Click "Show More" to thoroughly review the details.