| Search for Jobs and Apply: External Candidate |
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| This job aid provides step-by-step instructions on how to search for and apply to a position as an external candidate. |

	Current state employees with an OR number, apply for jobs by logging into their Workday worker account and searching "Find Jobs."

Step 1: View the State of Oregon Jobs page by going to https://www.oregon.gov/jobs/Pages/index.aspx . Under *Careers with the state*, select **Look for jobs – external applicants**.
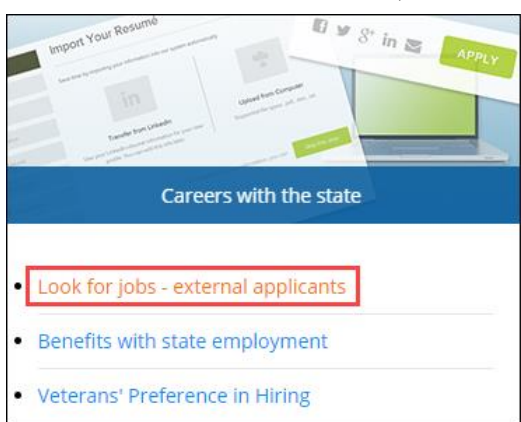
Step 2: There are multiple ways to search for jobs. Use the search bar at the top of the page (1), use the filter parameters listed below the search bar (2), or scroll through the postings list (3). Click on the X to remove a filter or click **Clear All** to remove all of them.
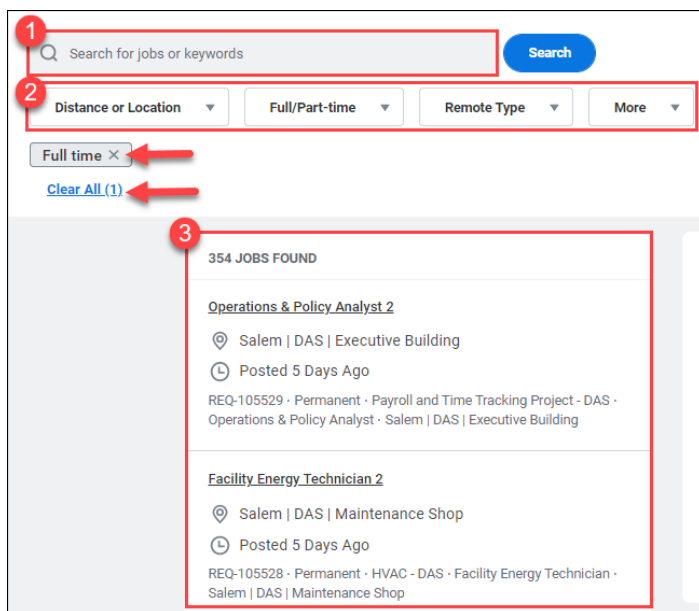
Hint: Use the *Remote Type* filter to find options:

- Fully Remote Work
- Fully Remote Work Optional
- Hybrid Work
- Hybrid Work Optional
- Fully Remote or Hybrid Work Optional
- Mobile

Remote Work Type Definitions

Step 3: To view the job posting details, click on the job posting title (1). This will open a preview of the job posting for you to review (2). Tip: The left side box will display the job postings while the right will display the preview of the selected job posting.

Step 4: Click **Apply** when you identify a position you'd like to apply to. Tip: If you click the box with the arrow next to the job posting title, this will open a new browser tab. When you are done viewing the job posting and submitting your application you can close the second window and resume searching from where you left off.

Step 5: The *Start Your Application* box will populate on your screen. Select how you will be completing your application: **Autofill with Resume, Apply Manually, Use My Last Application.**

Step 6: The system will prompt you to **Sign In** or **Create Account**. If you do not already have a Workday account, click **Create Account** and follow the steps to create an account.

⚠️	Current state employees must apply to state jobs through their Workday worker account using their OR number.

| ⚠️	An agency may un-post a job, update the posting, and post it again. If this happens while your application is in the *Draft* stage, you will not be able to submit your application. You must start a new application.

Step 7: If you selected *Auto Fill with Resume*, the Autofill with Resume screen will appear. Click **Select Files** to upload your resume or curriculum vitae (CV) or drag and **Drop** the file.

If you selected *Apply Manually,* the My Information screen will appear. Enter your information.
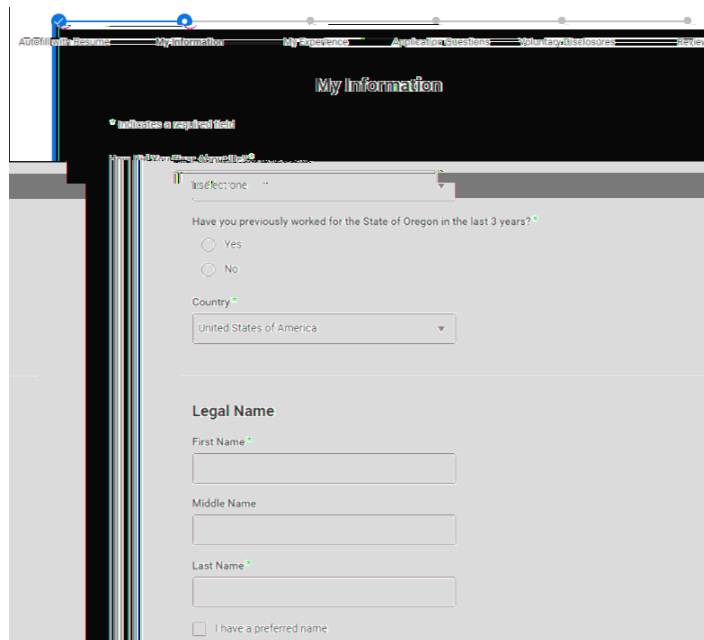
Click **Save and Continue**.

💡	If you do not have a resume or CV, click **Save and Continue** to manually complete your application. You will need to manually complete the following steps; they will not pre-populate.
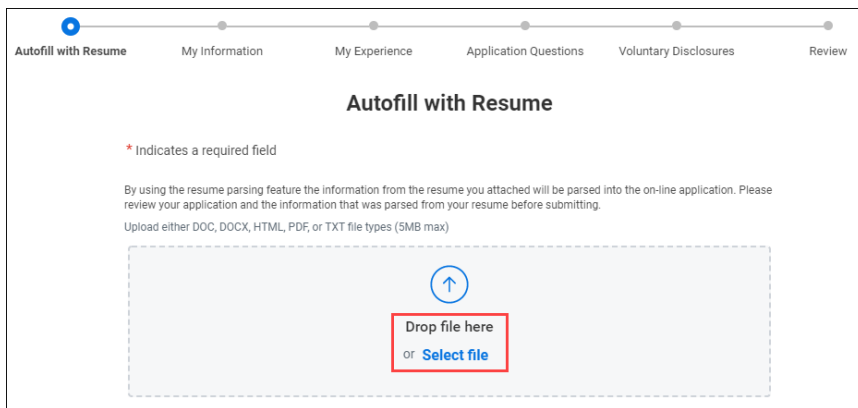
Step 8: Information from your resume or CV will populate into the fields on the *My Information* screen. Insert information into any remaining fields. A red asterisk notates required fields (*).
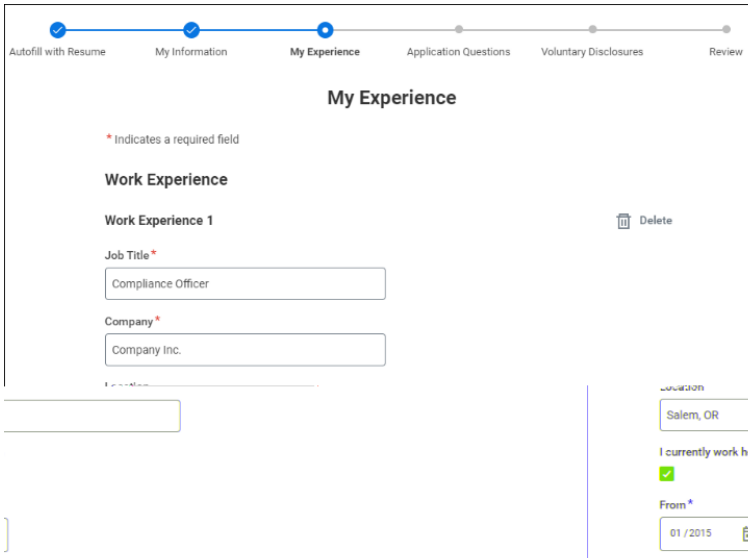

Click **Save and Continue**.

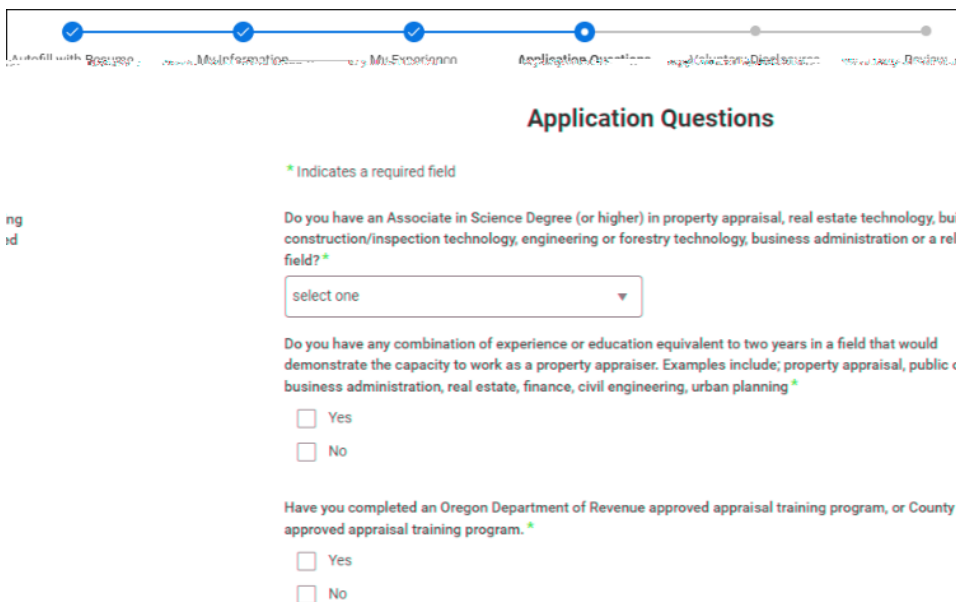|	
⚠️	Add your correct **County** under the address field and avoid entering your Country.

Step 9: On the *My Experience* screen, the experience from your resume or CV will pre-populate. You will want to review this information for accuracy. Click **Add** to manually add the information in each field. You can also upload additional supporting documents, such as a cover letter, in the Resume/CV field near the bottom of the screen. You can add one or multiple documents. Click **Save and Continue.**

⚠️	Click *Save and Continue* early and often to ensure you do not lose your work. For extremely lengthy responses, consider typing your responses elsewhere and using copy and paste to populate the response fields.

Step 10: On the *Application Questions* screen, questions notated by a red asterisk * are required and must be answered. Click **Save and Continue**.

Step 11: Read the *Voluntary Disclosures* information. Questions notated by a red asterisk (*) are required. Review the *Terms and Conditions* and click the checkbox. Click **Save and Continue**.

Step 12: Review the application. You can utilize the *Back* button to review any previous screens and the *Save and Continue* button to move forward. When you are ready to submit, click **Submit**.

Step 13: You will receive a *Congratulations* notification that your application has been successfully submitted, and that there are **additional tasks that require your attention**. Click the **X** to close the message. The additional tasks must be submitted in order for you to have a complete application.
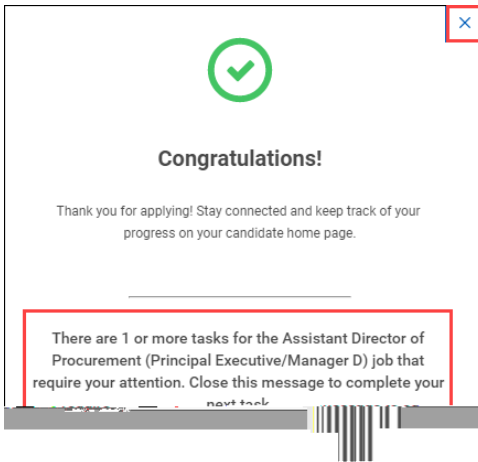
Step 14: When you close the *Congratulation* message, an additional task will be on your screen to complete. Please review the question, select your answer, and click **OK**.
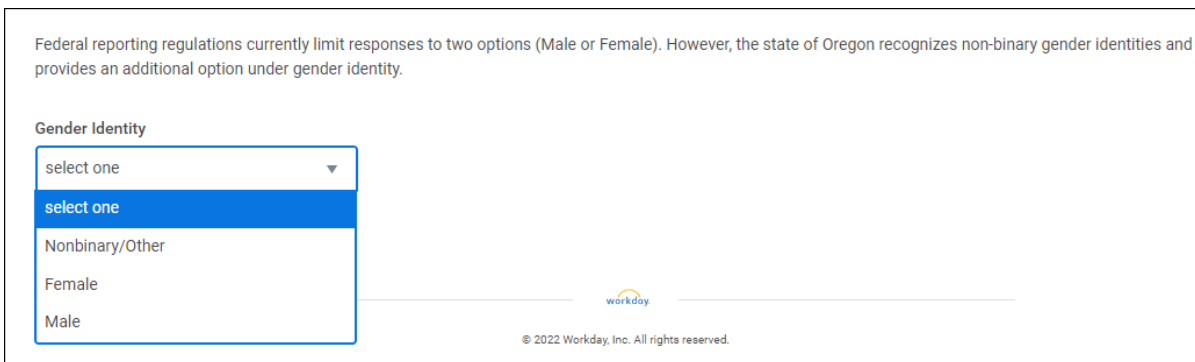
Step 15: Once you close the *Thank you!* Message again, another additional task will be on your screen to complete. Please review the question, select your answer, and click **OK**.
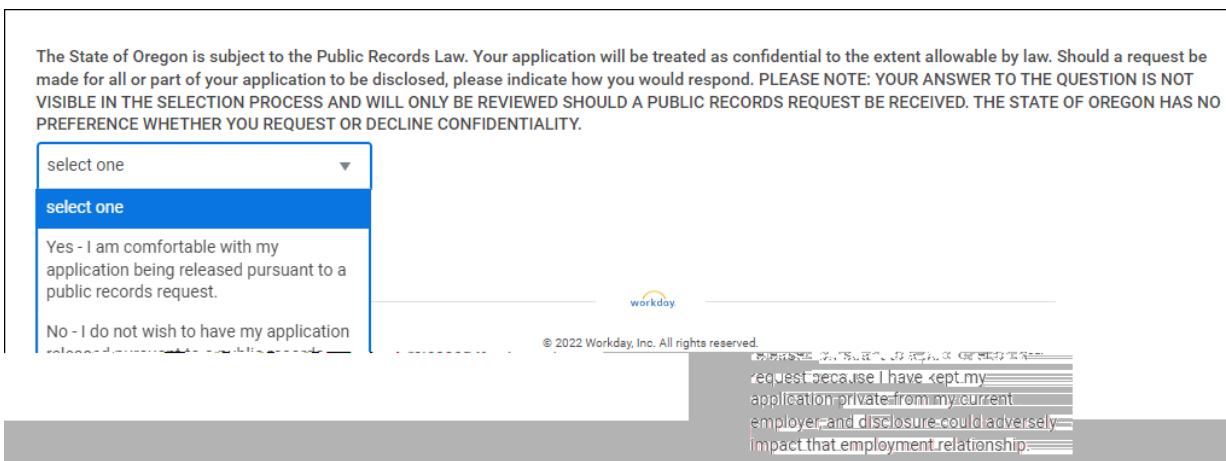
Step 16: When all tasks are completed, your Candidate Home will reflect **To Do** tasks as **zero (0)**.

My Tasks

Please complete your pending tasks to continue forward in the selection process.

To Do (0)   Completed (2)

	Once the job posting closes, you will no longer have access to view it. Click on the job title in the My Application section to save a copy for reference if you'd like to be able to refer back to the posting and contact information.

Click on the ellipsis under Action to take actions on your unsubmitted and submitted *Active* applications.

⚠️	If you withdraw your application with the intent of updating and reapplying, take note of the *application deadline date*. You will not be able to reapply if the deadline has passed.

My Applications

Thank you for completing your tasks! We will contact you if additional information is needed.

Active (2)   Inactive (0)

Job Title	Job Req	My Application Status	Date Submitted	Action
Human Resource Analyst 2	REQ-105523	Not Submitted Created on August 16, 2022		•••
Operations & Policy Analyst 2	REQ-105529	Application Under Rev…	August 16, 2022	

Continue Application
View Application
Delete Application

My Applications

Thank you for completing your tasks! We will contact you if additional information is needed.

Active (2)   Inactive (0)

Job Title	Job Req	My Application Status	Date Submitted	Action
Human Resource Analyst 2	REQ-105523	Not Submitted Created on August 16, 2022		•••
Operations & Policy Analyst 2	REQ-105529	Application Under Rev…	August 16, 2022	•••

View Application
View Tasks
Withdraw Application

WORKDAY

Veterans requesting Veteran's Preference Points

If you requested Veterans' Preference Points for the first time or requested a change in the number of points – you will receive the additional task below. This task is not immediately assigned to you and will only come up if initiated by the Recruiter.

Step 1: Once a Recruiter verifies that points have not already been awarded, or that you are requesting a change in the number of points – the following task will appear on your candidate home page, under My Tasks. To complete the task, click **Start**.

Step 2: In the drop down, indicate the number of percentage points you are requesting (1). *Drag* and drop your supporting documents or use the *Select Files* button to attach the required documents (as indicated in the task) (2).

This is what your screen will look like when you have added the document. Click **OK**.

The *Indicate U.S. Veteran Status* task will move to your *Completed* tab.