



1. UPDATE WORKDAY PROFILE

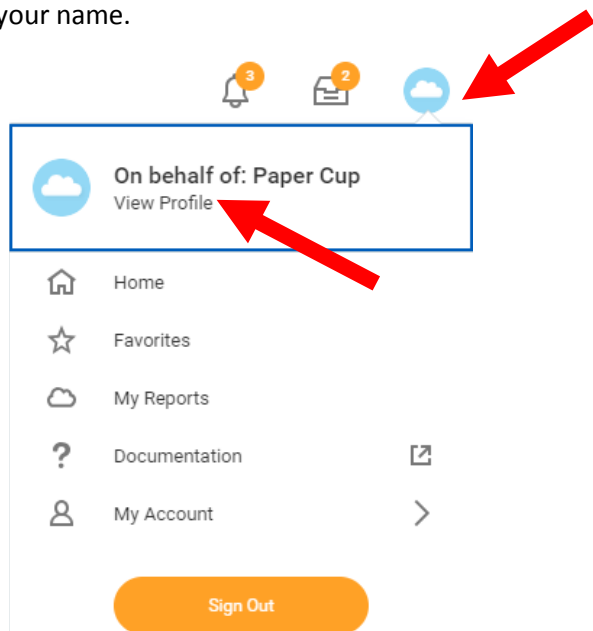
With Workday Recruiting, any employee currently receiving a GCCCD paycheck must apply using the **Internal Application Process**.

Applying as an internal is a three-step process. First, employees must be sure their employee Workday profile is current and up-to-date. Specifically, the Education and Job History sections of the employee's Workday profile are required. Second, employees must search for jobs, and third they must submit their application through the internal careers page.

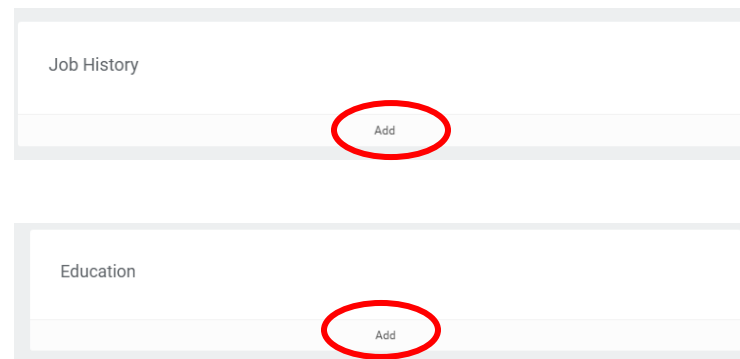
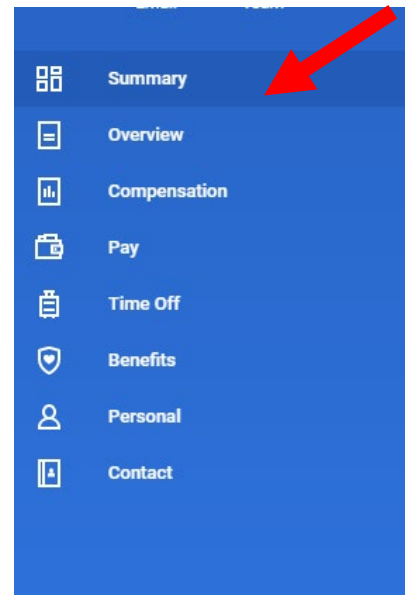
For employees who are applying through Workday Recruiting for the first time, the profile will be blank.

Follow these steps to update your Workday Profile:

1. To navigate to your profile, click on the cloud (or your photo) in the blue circle in the right-hand corner, then click on View Profile under your name.



2. Under the **Summary** section you will see a Job History section and an Education section.



3. Click the "Add" Button under the "Job History" section.



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4. Complete the fields for **Add Job History**. Fields with red asterisks are required. All others are optional. Remember, the profile serves as your application. Provide as much information as possible relevant to the position you are applying to.

- a. The only company names prepopulated in the system are: GCCCD, Grossmont College, or Cuyamaca College.

- b. For all other companies, check the box next to the statement “If you cannot find the company, click here.” A text box opens for you to type the company name.

- c. Click Remove (in the middle of the page) to remove the position from your Job History, if necessary.

- d. Click Add (in the middle of the page) to include another position in your Job History (continue to do so until all of the positions you want to list are added).

5. Click Submit when all Job History entries are complete. Click Done to return to your profile.

6. Click the “Add” button under the “**Education**” section.



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7. Complete the fields for **Add Education**. Fields with red asterisks are required. All others are optional. Remember, the profile serves as your application. Provide as much information as possible relevant to the position you are applying to.

Add Education
Paper Cup Actions

Country *

School *

If you cannot find the school, click here ☐

Degree

Degree Received

Field of Study

First Year Attended

Last Year Attended

Grade Average

- a. In the school field, search for your school by typing the name of the school you attended or choose the appropriate state and scroll through options.

School *

If you cannot find the school, click here

Degree

By State/Province >

All >

- b. If you cannot find your school, check the box next to the statement “If you cannot find the school, click here.” A text box opens for you to type the school name.

If you cannot find the school, click here ☒

School Name *

- c. Click Remove (in the middle of the page) to remove the degree from your Education, if necessary.

- d. Click Add (in the middle of the page) to include another degree in your Education.

8. Click Submit when all Education entries are complete. Click Done to return to the profile.

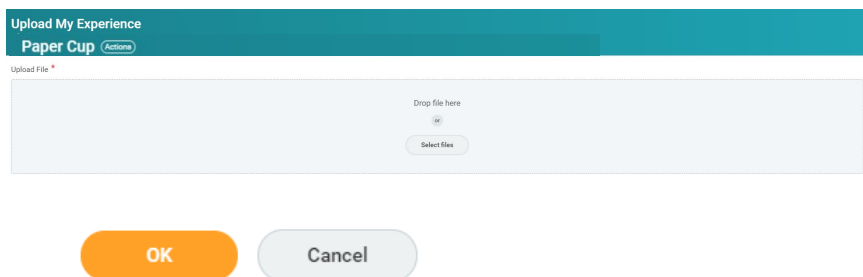


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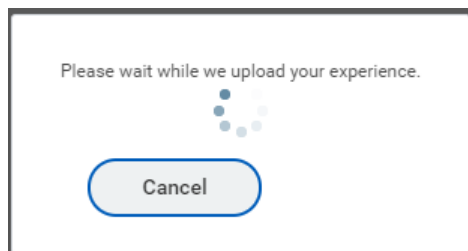
9. ALTERNATIVELY, instead of following steps 3-8, Using the Upload My Experience *may* save time in data entry as the system will pull information directly from your resume. For the optimal experience, we encourage as little formatting as possible on your resume.
- a. Click on Upload My Experience.



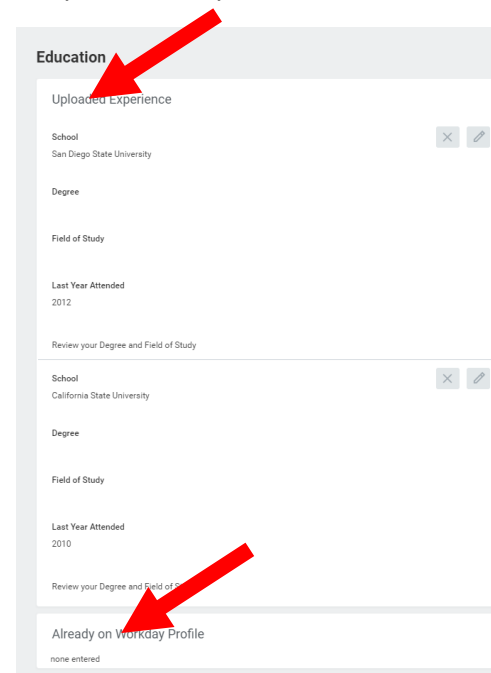
- b. Upload your resume by dragging and dropping or by clicking the select files and locating your file on your computer. Click OK.



- c. Wait while the resume is being uploaded.



- d. Notice the Education section is separated into “Uploaded Experience” and “Already on Workday Profile.”



- d. Carefully review the information uploaded in each section (Education and Job History). The system attempts to place resume information into the appropriate fields but can make errors. Examine each section for accuracy.
- e. To edit information in the Uploaded Experience, click the pencil, make edits, and click the check mark to close. Fields with red asterisks are required.
- f. See instructions on previous pages to edit or remove information Already on Workday Profile.
- g. Review the summary page and click Submit when all entries are complete.
- h. Click Done to return to the home page.

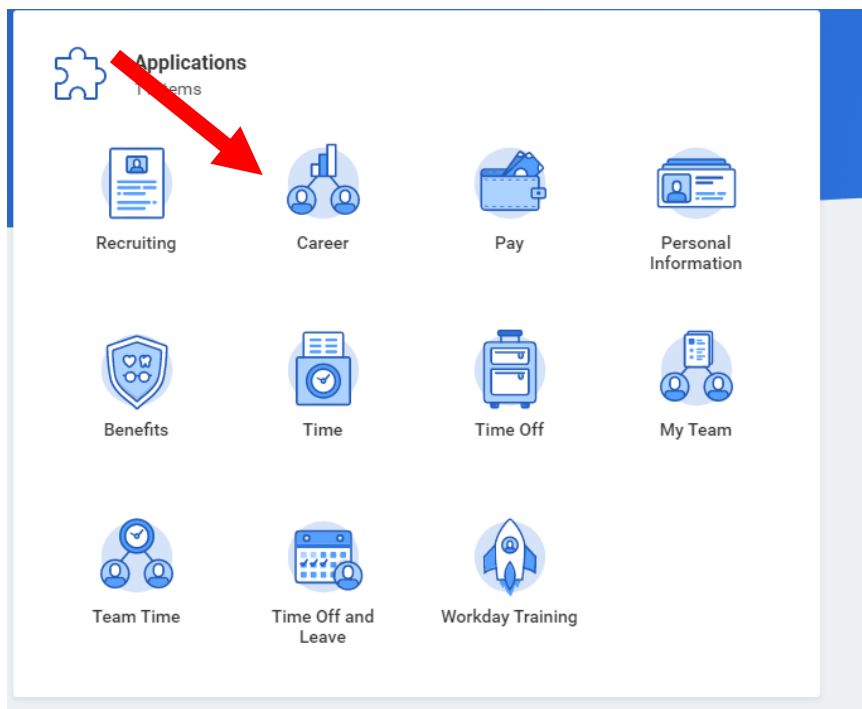


2. FIND INTERNAL JOBS

Once your Workday profile has been updated for Education and experience, you are ready to **find internal jobs**.

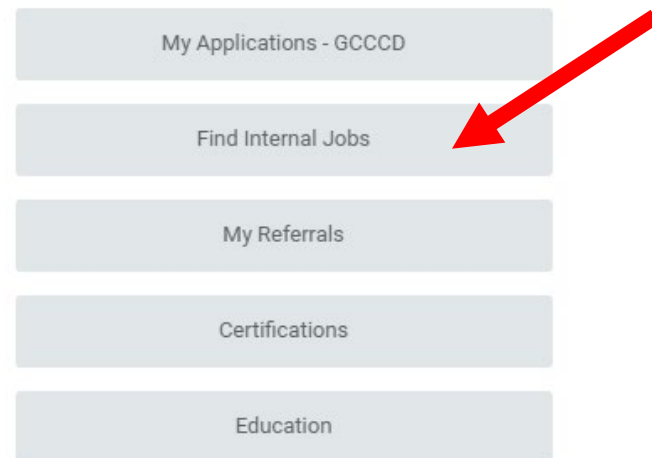
With Workday Recruiting, any employee currently receiving a GCCCD paycheck must apply using the Internal Application Process.

1. Find Internal Jobs by logging into Workday and clicking on the **Career** application in the **Applications** section.



2. Next, Click on **Find Internal Jobs** under the **View** Section.

View



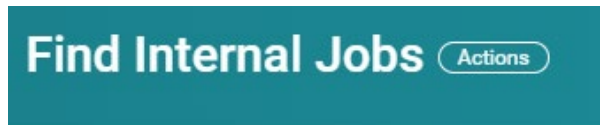
3. Employees have several options to review current job postings:
 - a. Scroll through the entire list.

62 Results	
Assistant College Cashier ab	R-00462 Posting Date: 02/08/2019 GC Grossmont College
Faculty - CIS ab edit	R-00392 Posting Date: 02/08/2019 CC Cuyamaca College
Clerical Assistant test ab	R-00397 Posting Date: 02/07/2019 CC Cuyamaca College
Business/Communications Services Supervisor	R-00910 Posting Date: 02/07/2019 San Diego County - Grossmont College



2. FIND INTERNAL JOBS

- b. Search for a particular position by key word in the search field.



- c. Use **filters** to search for positions within specific parameters. Click on the blue arrow next to the heading reveal options. Check the box to narrow your search by full-time or part-time status, hiring manager, job type (i.e. adjunct, regular, 10-month faculty, 11-month faculty, etc.) and location. The list of positions automatically adjusts based on the selected criteria. Click the Clear All button to remove all of the filters.



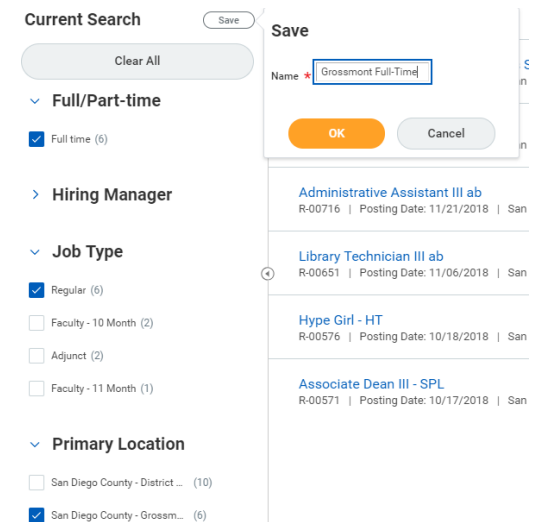
> Full/Part-time

> Hiring Manager

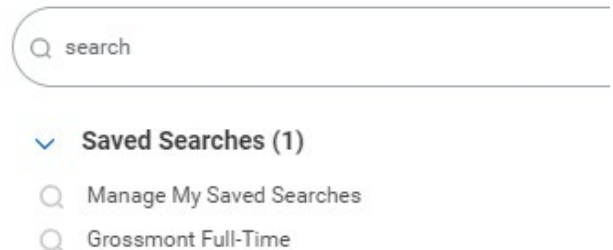
> Job Type

> Primary Location

- i. **Save a search** by clicking on the save button at the top of the filters. Name the search and click on the OK button



- ii. Click on Saved Searches, choose the search and the list of positions will automatically update with all positions within those parameters.





2. FIND INTERNAL JOBS

4. The **Job Summary** section provides important information including the application deadline and specifics of the position.

Job Summary

Application Deadline: March 22, 2019 at 11:59 p.m.

Department: Financial Aid

Months worked out of the Year: 12 months

FTE: 1.0

Work hours: Monday – Friday, 8:00 a.m. – 5:00 p.m.

Shift Differential: None

Starting Salary Range:

Range: 27; \$3,218 (Step A) or \$3,403 (Step B) Monthly
Based on education and experience

Anticipated Start Date: ASAP

5. The **Job Description** section provides the functions of the position, the minimum qualifications and other specifics of the position.

Job Description

SUMMARY:

- Under the direction of an assigned supervisor or manager, perform specialized financial aid duties and provide technical assistance in support of financial aid programs and services; provide assistance in assigned specialized programs; Direct hourly employees and serve as front lead classified to coordinate office workflow.

ESSENTIAL FUNCTIONS:

MINIMUM QUALIFICATIONS:

EDUCATION:

- Graduation from high school or equivalent supplemented by formal training in business office technologies, bookkeeping or accounting.

EXPERIENCE:

- Increasingly responsible experience at the level of Financial Aid Assistant or equivalent.

WORKING CONDITIONS:

- College Financial Aid office; typical office environment.

6. The **Additional Information** section provides special instructions to applicants that are unique to every posting.

Additional Information

SPECIAL INSTRUCTIONS TO APPLICANTS:

Application must be completed in one sitting. Incomplete or unsaved applications cannot be saved.

Applicants may find it helpful to refer back to the job posting, specifically the special instructions, while applying. Consider saving the job description or opening a new browser window.

Be sure you have the following materials prepared and ready to attach BEFORE beginning your application.

- Complete and current resume/C.V.
- 1-2 page cover letter addressing how you meet the qualifications for this position.

7. The **Job Details** provides information about the posting and the position.

Internal: Financial Aid Assistant, Senior - ab

Job Details

Job Requisition ID	R-00923
Location	San Diego County - Grossmont College
Posting Date	02/16/2019 - Today
Job Family	CSEA - Student Services
Time Type	Full time
Job Type	Regular
Supervisory Organization	GC-1087 Financial Aid Front Office (Luma Shamon)

Recruiter

Alyssa Brown

Hiring Manager

Luma Shamon

Team Members



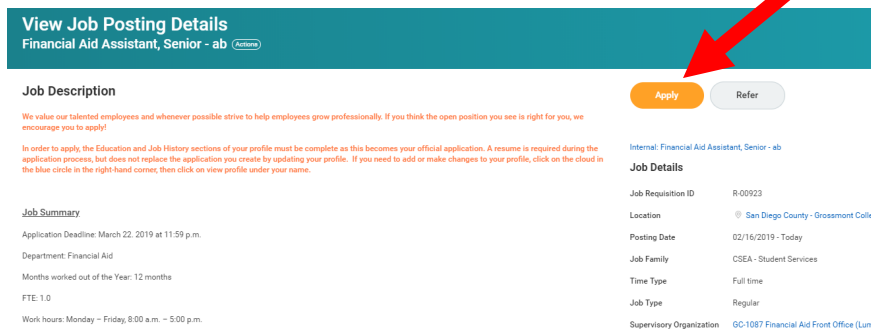


3. APPLY THROUGH INTERNAL CAREERS PAGE

Once you have found which position you would like to apply to, and you have updated your Workday profile, you are ready to **apply** through the Workday Internal Careers page.

With Workday Recruiting, any employee currently receiving a GCCCD paycheck must apply using the Internal Application Process.

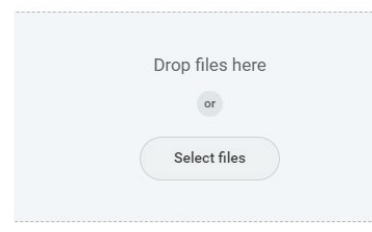
1. Find which job you wish you apply to by following the steps in section 2 of this guide. Read the entire job posting before proceeding. Important instructions to applicants are at the bottom of the job posting.
2. Click the **Apply** Button



- a. When employees click on the Apply button on the Job Posting Details page they will be taken to a summary of their profile. Employees must **review** the information in the profile and determine if additions or edits need to be made. If edits need to be made to Job History or Education, repeat section 1 (Update Workday Profile) of this guide. Edits **must** be made before submitting your application or the information is not included in your application.

3. When you are satisfied with the Job History and Education sections, continue scrolling through the application. Although they are visible, the Certifications, Languages, and Skills sections cannot be updated at this time.
4. Attach your resume or Curriculum Vitae. Upload your resume by dragging and dropping or by clicking Select files and locating your file on your computer.

Resume / Cover Letter

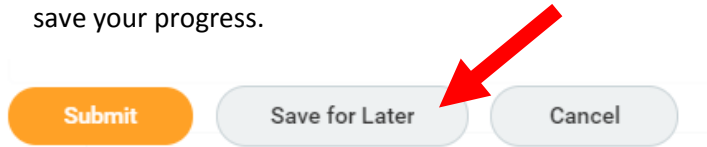


5. Depending on the position you're applying for, you may also be asked to upload the following:
 - Cover Letter (please read the special instructions on the posting thoroughly for specific items to include in your cover letter)
 - Unofficial transcripts
 - Syllabus or Teaching philosophy
 - Certificates
 - Equivalency materials (if applying under the equivalency)
6. Upload the required documents by dragging and dropping or by clicking Select files and locating your file on your computer.
7. Respond to any prompts on the application.

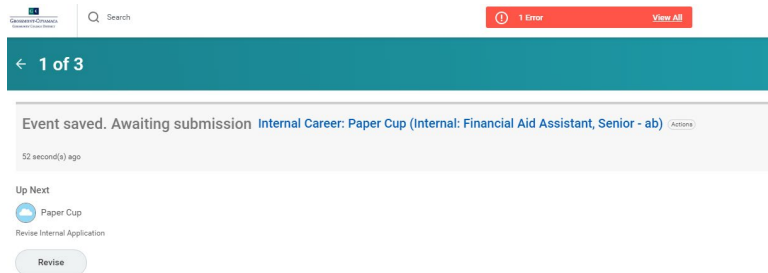


3. APPLY THROUGH INTERNAL CAREERS PAGE

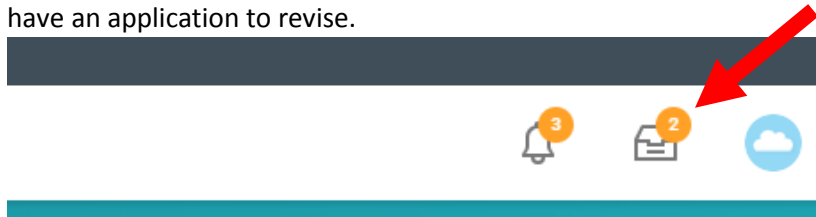
8. If you need to come back to your application, click Save for Later to save your progress.



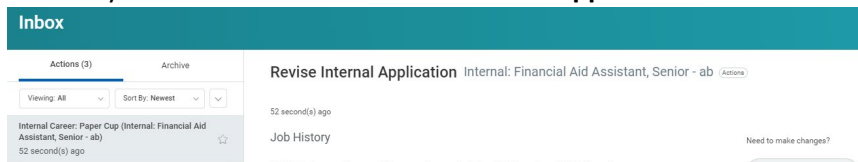
- a. If you save before attaching all required documents or completing all required fields you may see an error. Do not be alarmed. You will address the error before you submit. Click Done.



- b. You will now receive a new item in your Workday Inbox telling you have an application to revise.



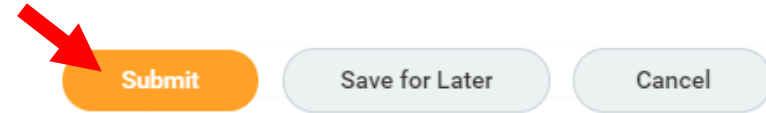
- c. Click on your Inbox to see the **Revise Internal Application** task.



- d. Continue editing your application.

9. Take a moment to review all attachments for accuracy.

10. When your application is complete, click **Submit**.



11. You will not receive a confirmation that your submission was successful, however if you go back to your Workday inbox and click on your archive, you will see your application submission. You can also go to the “Career” application and click on “My Applications - GCCCD” to see which applications you have submitted.

