

QRG: Applying for Jobs

(Workday's External Career Site)

EXTERNAL APPLICANTS

This Quick Reference Guide walks external applicants through the process of applying for a job with the Department of Adult Correction through our external career site.

SYSTEM FEATURES FOR APPLICANTS

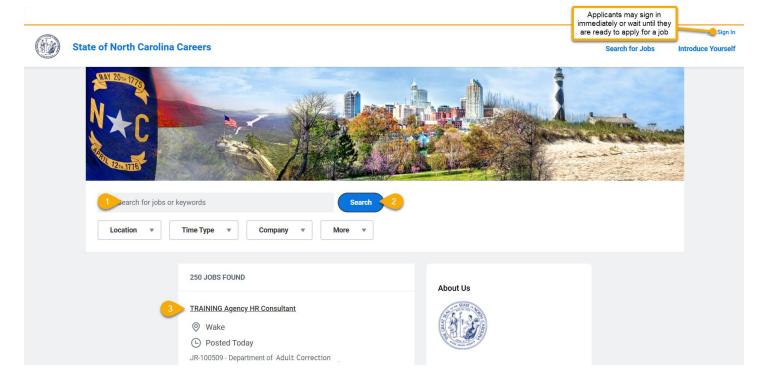
- Create a Candidate Homepage
- Upload a resume or connect a LinkedIn account to allow the state application to pre-fill the application form
- Search for open jobs
- Fill out an application manually
- Receive application updates and complete tasks
- See application history
- Sign up for job alerts

STEPS TO APPLY

Visit the State of North Carolina Careers website

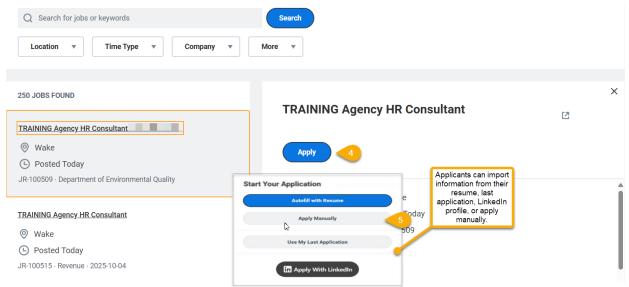
Existing users may **Sign In** immediately or wait until they are ready to apply for a job

- 1. Applicants may search for jobs or keywords
- 2. Applicants should click "Search" to populate results
- 3. Applicants should click on the link of the job posting for which they wish to apply

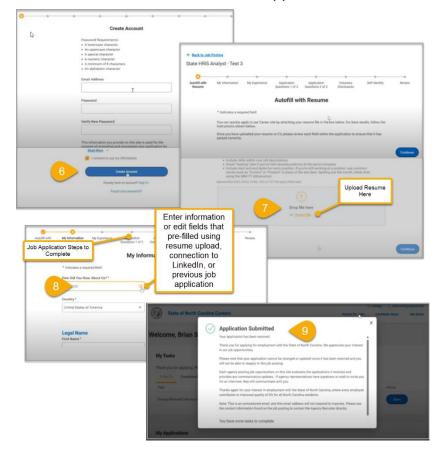


Details for the job posting will be displayed

- 4. Applicants should click the "Apply" button
- 5. Applicants may import information from their resume, previous application, or LinkedIn profile, or they may choose to apply manually



- 6. If applicants do not yet have an account, they will be instructed to create an account
- 7. Applicants should upload their resume if they have selected to pre-fill with their resume
- 8. Applicants will review all steps, and enter information or edit pre-filled text into applicable fields
- 9. Applicants will receive a notification once the application has been submitted



CANDIDATE HOME PAGE

After applying, users are returned to the Candidate Home Page, where they may:

- 1. Search for jobs
- 2. Create Job Alerts
- 3. View My Tasks (ex. providing references or sign job offer).
- 4. Review Application Statuses
- 5. View Suggested Jobs

